



TEXAS A&M  
HEALTH SCIENCE CENTER

**For Payroll Use Only**

Voucher # \_\_\_\_\_  
 Pay Type \_\_\_\_\_  
 Paydate \_\_\_\_\_

**SUPPLEMENTAL PAYROLL REQUEST FORM**

*This form is to be used to request all payments outside of the normal Biweekly and Monthly Pay Process*

EMPLOYEE NAME				TOTAL GROSS PAY \$		
LAST		FIRST		MI		
ADLOC NAME						
ADLOC NUMBER		BIWEEKLY HOURLY RATE OF PAY \$		OR	MONTHLY FTE MO. RATE OF PAY \$	
PIN #		UIN		TITLE CODE		
ACCOUNT NUMBER	SUPP ACCT	ACCT ANALYSIS	OBJECT CODE	DATE FROM	DATE THRU	GROSS PAY DUE
REASON FOR SUPPLEMENT						

*I certify that I am acquainted with all the employees listed on this payroll or that I have received necessary details from persons privy to and technically qualified to substantiate effort distribution, and that to the best of my knowledge and belief each employee is entitled to the payment shown in this request. The distribution of pay between departments and projects is correct and properly represented by the amount indicated unless subsequent written notice is given by me.*

DATE

AUTHORIZED SIGNATURE

**ATTACH APPROPRIATE WORKSHEET**

# BIWEEKLY EMPLOYEES WORKSHEET

For Holiday Schedule

See HSC Payroll Calendar on Payroll Services Website

## TO CALCULATE ADDITIONAL PAY DUE TO SALARY INCREASE AFTER PAYCALC

	Less		=		X		=
A. Hourly Rate at <b>New Rate</b>		B. Hourly Rate at <b>Previous Rate</b>		C. Change in Hourly Rate (A-B)		D. Number of hours at <b>New Rate</b>	
				\$			
GROSS PAY DUE (D times C)							

## LUMP SUM ACCRUED VACATION / SICK LEAVE PAY

Termination Date \_\_\_\_\_

I certify that Annual Leave Hours have been removed from LeaveTraQ

\_\_\_\_\_ (Initial)

\* Accrued Annual Leave Hrs Due (including holidays)

X

Hourly Rate

*Maximum lump sum vacation is 760 hours.*

**= GROSS PAY DUE**

\$

\*Calculation of Accrued Annual Leave and Sick Leave begins the day after termination

and goes forward in time to include holidays falling within that time span if employee is eligible.

## TO CALCULATE SUPPLEMENTAL PAY

	X		=		=	
Straight Time Hours Due		Rate per Hr.		\$		Gross Pay Due
	X	1.5 X	X		=	
Over Time Hours Due				\$		Gross Pay Due
		Normal Rate per Hr.				

*Attach Worksheet to Supplemental Request Form*

# MONTHLY EMPLOYEES WORKSHEET

For Holiday Schedule and Hours and Days Per Month  
See HSC Payroll Calendar on Payroll Services Website

## TO CALCULATE PARTIAL MONTHS SALARY

	<b>divided by</b>		=		X	
FTE Monthly Rate		No. of Work Hrs in Month (See Calendar)		Hourly Rate of Pay		Hours Owed
	=	\$				
		Gross Pay Due				

*Exception: If employment begins on the 16th day of the month, salary due is one half (1/2) of normal monthly amount.*

## TO CALCULATE LUMP SUM ACCRUED VACATION

Termination Date \_\_\_\_\_

*I certify that Annual Leave Hours have been removed from LeaveTraq \_\_\_\_\_ (Initial)*

	<b>divided by</b>	173.33*	=	
FTE Monthly Rate		The state has set 2080 as the annual working hours (173.33 per month)		Hourly Rate of Pay
\$				
Gross Pay Due				

  

	X		=	\$
* Accrued Annual Leave Hrs Due (including holidays)		Hourly Rate of Pay		Gross Pay Due

**Note: Maximum number of hours allowed is 760**

## TO CALCULATE ADDITIONAL PAY DUE TO SALARY INCREASE

A. Hourly Rate at <b>New</b> FTE Monthly	
(Previous FTE Monthly Rate <b>Divided by</b> No. of Work Hrs in Month)	
B. Hourly Rate at <b>Previous</b> FTE Monthly	
(New FTE Monthly Rate <b>Divided by</b> No. of Work Hrs in Month )	
C. Number of hours due at New FTE Monthly Rate	
<b>GROSS PAY DUE</b>	\$
	Hourly Increase (A-B) X C

**Attach Worksheet to Supplemental Request Form**