

## **SUPPLEMENTAL PAYMENT AGREEMENT**

This form is to be used to pay faculty or staff for a single activity that results in one or more payments per East Texas A&M University Procedure 31.01.01.R0.03. Any employee may accept additional employment with another department, unit, or component of The Texas A&M University System, provided the employee obtains the **advanced approval** of the head of both the current department and the employing department. Ensure appropriate leave has been taken by the employee in accordance with relevant University leave requirements while performing additional work. Once the work has been completed, please submit the form to Payroll ([payroll@etamu.edu](mailto:payroll@etamu.edu)).

### **TO BE COMPLETED PRIOR TO BEGINNING WORK**

Date	Employee Name	UIN	PIN	Current Title

Employing Department ( <i>extra work</i> )	Current Department

Beginning Work Date	Ending Work Date	Account Number	Gross Pay Due
			\$

Provide summary of work performed by employee including total number of hours worked:

I certify that I understand the work to be performed and the rate of pay I will receive upon completion of the activity. I understand that this work is to be performed outside of regular office hours or that I must take appropriate leave for the time spent on this activity.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Primary Department or Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Employing Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Responsible Person (Employing Dept. or P.I.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (If applicable.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President or Provost (if exceeding \$5,000)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Administration (If paid from grant account.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Research (If paid from grant account.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Philanthropy (If paid from Foundation account.)

\_\_\_\_\_  
Date