

## **SUPPLEMENTAL PAYMENT FORM for Students and Other Hourly Employees**

The form is not to be used for faculty or staff. This form is to be used to pay students or other temporary workers supplemental pay (extra pay) for a single activity that results in one or more payments. Once the work has been completed, please submit the form to Payroll ([payroll@etamu.edu](mailto:payroll@etamu.edu)). Payment for ongoing services should be processed in Workday.

Date(s) of Activity	Description of Activity

Account Number	Department	Contact Person	Phone Number

UIN	Name	Hours Worked	Rate of Pay (if applicable)	Total Payment

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Department Head \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

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Dean \_\_\_\_\_ Date \_\_\_\_\_

Grant Coordinator (if paid from grant account) \_\_\_\_\_ Date \_\_\_\_\_