MICHIGAN STATE
UNIVERSITY

ADDITIONAL PAYMENTS FORM
FILENAME: ADD-PAY7.XLS
PRINT ON YELLOW PAPER

DEPARTMENT	Click here & begin typing
ROOM NUMBER	
BLDG	

EMPLOYEE NAME / **SOCIAL SECURITY NUMBER**	**PAY END DATE**	**EARN TYPE**	**NO. OF HOURS**	**RATE OF PAY**	**JOB CLASS**	**ACCT NO**	**DEPT NO**	**COMMENTS**
			Q 0.0	S 0.00				

USE THIS FORM TO REPORT ADDITIONAL TYPES OF PAYMENTS NOT REPORTED ON TIME REPORTS.

INSTRUCTIONS:

A. Enter Department Name and Address.

B. Complete an entry line for each payment. In the PAY END DATE column, enter the pay period end date to which the payment applies. Enter an EARN TYPE from the list at the right. All earn types must have a lump sum amount submitted in the RATE OF PAY column.

C. Cross out all unused lines.

D. Add column and page totals. Obtain authorized signature. Send to appropriate offices for additional approval if necessary. Form will be forwarded to the Payroll Division, 350 Admin. Bldg.

ALLOWABLE EARNINGS TYPES

APP - Academic Project Pay
MIS - Miscellaneous
MSC - Miscellaneous (Program Presenters & On-call Academic Employees)
OLD - Faculty Overload
OVA - Overseas Living Allowance
OVI - Overseas Increment
PAR - Prizes and Awards
SHF - Shift Differential - Salary

0.0
TOTAL NO. HOURS (FROM BOX Q)

0.00
TOTAL RATE OF PAY (FROM BOX S)

NO. OF COMPLETED (LINES THIS PAGE)

AUTHORIZED SIGNATURE **DATE** **PHONE #**