Texas A&M AgriLife Administrative Services – Human Resources



Supplemental Compensation- Extra Pay Outside of Regular Job Duty

INSTRUCTIONS This form is used to request approval for payment of extra compensation for monthly paid employees only, in accordance with Texas AgriLife Procedure 31.01.01.A1.04 located at https://agrilifeas.tamu.edu/documents/310101a104.pdf/. Individuals who have been deemed as an Independent Contractor do not need to complete this form. This form MUST be completed and submitted to the appropriate Human Resources unit **PRIOR** to services being performed and entered in Workday. HR will determine if the extra compensation will be processed as a One-Time Payment, Add Additional Job or other salary action in Workday, and will provide guidance back to the department once review is complete.

Employee Name (Print)		Employee UIN
Employee Signature *	Date	Employee Position Number (PIN) & Title
Proposed Duration of Service (From and Thru Dates)		Proposed Work Schedule & Total Hours
Explanation of (Proposed) Services		
(Proposed) Payment Amount and Frequency		
Proposed Full Account Number (xx-xxxxxx-xxxxx)		
Proposed Activity Department HR Unit Contact Name	Email	Phone Number
while performing additional work, and that all requirements for rele situation remain unchanged. Activity Director Signature*		Activity Director Name (Print)
SRS Approval Signature (required for "4" & "5" accounts)	Date	SRS Approval Name (Print)
Proposed Department Head Signature	Date	Proposed Dept. Head Name (Print)
Primary Department Head Signature		Primary Dept. Head Name (Print)
Primary Chief HR Officer or Designee Signature	Date	Primary CHRO or Designee Name (Print)
Primary Dean, Director or Designee Signature	 Date	Primary Dean or Designee Name (Print)

Activity Director submit form to Unit HR Contact.

Unit HR Contact will Submit Form To: AgriLife Human Resources via Email: AgriLifeHR@ag.tamu.edu or via Work In Progress – HR in Laserfiche.

For questions concerning this form, please call AgriLife Human Resources at: 979-845-2423.