



MISSISSIPPI VALLEY STATE UNIVERSITY
Office of Sponsored Programs
Authorization for Additional Compensation Payment

"Additional Compensation" means a payment in addition to the base appointment salary for work that is clearly in addition to regularly assigned duties and that must be performed outside of normal working hours or during vacation or compensatory time, as appropriate.

This form must be in the Office of Sponsored Programs by the 1st of the month to be processed for the next pay period.

Employee Name: _____ Employee ID: _____

This employee has completed services for the Department of: _____

These services consisted of **(attach documentation, if appropriate)**:

Actual dates services began and ended: _____ to _____

Total Amount to be charged (please refer to Services form): _____

Amount to be paid this payroll: _____

(Check one) To be paid as a lump sum or on a monthly basis

Account Name: _____ Banner Org. Number: _____

Project Director _____ Date

Sponsored Programs/Title III Director _____ Date

Executive Staff/ VP _____ Date

Human Resources _____ Date