



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System  
OFFICE FOR ACADEMIC AFFAIRS

## REQUEST FOR SUPPLEMENTAL PAY

Supplemental pay is for work performed by an existing PVAMU employee for a department or program other than the employee's assigned department. The work should clearly be outside of the employee's normal work duties and performed outside of the employee's normal work hours. The employee's current Department Head, Dean/Director, and/or Vice-President must approve this request.

**Employee Name:** \_\_\_\_\_ **UIN#:** \_\_\_\_\_ **Please indicate the designated work time:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**Supplemental Pay Amount:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Please Check One:** \_\_\_\_\_ **Faculty** **Number of Months:** \_\_\_\_\_ **Online Course?** **Yes** **No**  
\_\_\_\_\_ **Staff**

**Is the work being performed outside of normal work duties and hours?** **Yes** **No**

**Funding Source (FAMIS 11-Digit Acct #):** \_\_\_\_\_

**Justification for Request: (Faculty/Staff)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DEPARTMENT HEAD CERTIFICATION:

I hereby certify that the additional duties to be performed by the above referenced employee are outside of his/her normal work duties and will be performed outside of his/her normal work hours.

\_\_\_\_\_  
Employee's Dept. Head Date

\_\_\_\_\_  
Requesting Dept. Head Date

### APPROVALS:

\_\_\_\_\_  
Employee's Dean/Director Date

\_\_\_\_\_  
Requesting Dept.'s Dean/Director Date

\_\_\_\_\_  
Employee's Vice President Date  
(if applicable)

\_\_\_\_\_  
Provost & Senior V.P. for Academic Affairs Date

### EMPLOYEE CERTIFICATION:

I hereby certify that the above referenced duties are in addition to my normal work duties and will be performed outside of my normal work hours. I further certify that the additional duties will in no way interfere with the performance of my normal work duties.

**PLEASE NOTE:** All Academic Units must initiate the process in Workday immediately upon receiving all approvals including Employee Certification.

\_\_\_\_\_  
Employee Date