

Supplemental Payment Request

Date: _____

Full Name: _____

USNH ID _____ Last 4 digits of SSN: _____

Job Begin Date: _____

End Date: _____

Total amount of Payment: \$ _____
(to be paid in a lump sum)

Payment calculated (See instructions)

Fixed amount

Per number of days worked in a week _____

Per Hour _____

Estimated number of hours worked in a week _____

Description of Service: *(See instructions)*

Home Department Name: _____

Department Address: _____

Job Labor Distribution:

Fund: _____ Org: _____

Approver: _____

Approver Signature: _____
(If Required) See Instructions

Title: _____ Date: _____

Please forward completed form to:

GSC Financial Operations
25 Hall St.
Concord, NH 03301

Instructions:

Date:

Date of request.

Full Name:

Please provide the person's full legal name. Payment cannot be processed off a nick name for taxable reasons.

USNH ID:

Primary identifier used by Granite State College to process payroll

Last 4 digits of SSN:

Used to verify the payment is set up for the correct person. The last 4 digits of the social security number is required.

Pay Schedule:

Payment can only be made in a one lump sum.

Payment Calculation:

Used to calculate the FTE

Fix amount can be paid in one lump sum or over consecutive bi-weekly payments. Estimate the number of days worked to complete the job within the beginning and end dates

Per hour would be paid over consecutive bi-weekly payments. Estimate the number of hours the employee will work per week

Description of Service:

If this is payment for a negotiated job, briefly describe the services including timeline, responsibilities and any other expectations.

If the payment is a supplement to an existing job, please complete an Additional Pay Form.

Signature:

Signature is required by the approver if the request is being sent to the Office of Financial Operations either by fax or by mail. If the request is submitted via email, the email will serve as an electronic signature

Note: Signature may also be required from the employee if the payment for services was negotiated.