Texas A&M International University
Supplemental Compensation Request Form

This form **MUST** be completed and submitted to the Office of Budget, Payroll, & Fiscal Analysis (BPFA) **PRIOR** to the start date of the task/project.

Employee Information and Supplemental Compensation Details

Employee Name:	Employee UIN:
Payment Type*: Select One From The Drop-Down List *A description of these payment types can be found on the Budget, Payroll & Fiscal Analysis website under Supplemental Payments. If the purpose of the payment does not fit into one of these categories, contact the Office of Budget, Payroll, & Fiscal Analysis for further guidance.	
Proposed Duration of Task/Project: Start Date: End Date:	Employing Texas A&M Agency: Select One
Explanation of Proposed Task/Project:	
Proposed Total Payment Amount:	Costing Allocation (paying account):

Employee Agreement & Responsibility (Not Applicable for Cash Award)

I understand that this payment is for a task/project during the above period and does not represent continuing employment with TAMIU. I also understand that if I am not a U.S. citizen or legal permanent resident, it is my responsibility to discuss this payment with the Office of Human Resources to ensure my immigration status is not affected. Furthermore, I certify that the task/project was performed outside my regular work schedule (Monday through Friday – 8 AM to 5 PM) or appropriate leave will be taken.

Employee: _____ **Signature** _____ **Date** _____

Supplemental Compensation Approval

Account Responsible Person/Grant PI: _____ **Signature** _____ **Date** _____

Appropriate Vice-President: _____ **Signature** _____ **Date** _____

Grants & Contracts (grant accounts only): _____ **Signature** _____ **Date** _____

Office of Budget, Payroll & Fiscal Analysis: _____ **Signature** _____ **Date** _____

Required Information:	**Submit To:**	**For Payroll Office Use Only:**
Dept. Contact Name: _____ Dept Contact Ext: _____ Department: _____	**Office of Budget, Payroll, & Fiscal Analysis** **KLM 435** **For Assistance:** budgetandpayroll@tamiu.edu **(956) 326-2377 or (956) 326-2369**	Posted: _____ Pay Date: _____ Date Rec'd at BPFA: _____