

HUMAN RESOURCES ADDITIONAL PAY FORM

Return completed form to Human Resources Data Services, 1599 Clifton Road

EMPLOYEE INFORMATION

Name (Last, First, Middle) _____ Employee ID # _____
 Employee Record # _____ Pay Group _____

ADDITIONAL PAY INFORMATION

EARNINGS CODE (Choose from list below) _____

OBR – OBRA Adjustment
(For use by HR Benefits Staff Only)

FRS – Freshman Seminar
 FR7 – (17 IC) Freshman Seminar
 FR8 – (10 IC) Freshman Seminar
 FR9 – (19 IC) Freshman Seminar

MHA – Minister Housing Allowance
 MH7 – (17C) Minister Housing Allowance
 MH8 – (181C) Minister Housing Allowance

SRT – Summer Research/Teaching
 SR7 – (17C) Summer Research/Teaching
 SR8 – (18 IC) Summer Research/Teaching
 SR9 – (19 IC) Summer Research/Teaching

OMX – Over Maximum Lump Sum
 OM7 – (17 IC) Over Maximum Lump Sum
 OM8 – (18 IC) Over Maximum Lump Sum
 OM9 – (19 IC) Over Maximum Lump Sum

Effective Date _____ Earnings per Pay Period _____ End Date _____
 Goal (Total) Amount _____ Department ID _____ Job Code _____

Job Earnings Distribution

Use current distribution on employee's job record? If "yes" **DO NOT** complete SmartKey information.
 Yes No

SmartKey	\$ Earnings

Total per pay period: \$ _____

APPROVALS

Approval Signature _____ Date _____
 Data Entry signature _____ Data Entry Date _____