



HUSTON-TILLOTSON UNIVERSITY

Office of Sponsored Programs

Authorization for Supplemental Compensation Payment

“Supplemental 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 during vacation or compensatory time, as appropriate.

This form must be in the Office of Sponsored Programs by the end of each quarter to be processed for the next pay period.

Employee Name: _____ Employee ID: _____

This employee has completed services for Title III/Future Act activity: _____

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

Actual dates services began and ended: _____ to _____

Amount to be paid this payroll: _____

Budget Number: _____

Project Director: _____ Date _____

Sponsored Programs/Title III Director _____ Date _____

Business Office/Payroll _____ Date _____