Kennesaw State University

Special Pay Request (Non-Awards) (OneUSG-Week Begins on Sunday)

To take advantage of auto-calculating fields please fill out this form electronically. Save the file to your computer before use. For best results use the most current version of Adobe Acrobat or Adobe Reader on both PC and Mac.

Payroll Use Only

EMPL ID (Payroll Use)

Pay Group (Payroll Use)

Record # (Payroll Use)

Pay Code (PR Use)

Control Number (Assigned by PR)

☐ Timesheet ☐ SPAR Database ☐ Spreadsheet

Full Legal Name of Employee to be Paid (Required)

Department Name (Required)

Dept ID (Required)

Please provide a description of work performed below. (Required)

Week Begin Dates (Sunday)	Pay Distribution (12 Digits, Required)	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours
								TOTAL	0.00

Pay Method

(check ONLY ONE method, provide flat $ amount OR hourly rate)

☐ **Flat Dollar Payment Method**

☐ **Hourly Rate Payment Method**

(hourly rate)

$ 0.00 (hourly rate x hours)

Payment Amounts

(for payroll use only)

Flat Dollar Payment

0.00 (total hours worked)

Hourly Rate Payment

0.00 (total hours worked)

$ 0.00 (hourly rate dollars to be paid)

Payment requests for individuals who are paid by the hour must be submitted in a timely fashion in conjunction with the standard bi-weekly payroll cycle.

Required Signatures

By signing below I certify that the above information is a true statement of hours worked in the pay periods indicated.

employee signature (required)	date	manager signature (required)	date
requestor's name printed (required)	date	business manager or grant approval (required)	date
requestor's email (required)	date	hr/payroll approval	date

Special Pay Request for Non-Awards can be found on the payroll website.
http://payroll.kennesaw.edu/forms.php

Reset Form

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