

# Miscellaneous Pay Request Form



Office of Human Resources  
& Risk Management

Name: \_\_\_\_\_ Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employee/Student ID # \_\_\_\_\_

**Support Staff**

- Already entered into People Soft
  - Acting Pay - Start \_\_\_\_\_ **Hourly Rate**
  - Acting Pay - Ending \_\_\_\_\_ N/A
  - Equity Adjustment \_\_\_\_\_
  - Merit Increase \_\_\_\_\_
  - Bonus (Separate Check) \_\_\_\_\_ **Lump Sum**
- \* Note: Support Staff are not eligible for Stipends

**Administrator**       **Faculty**

- Already entered into People Soft
- Equity Adjustment \_\_\_\_\_ **Annual Salary**
- Merit Increase \_\_\_\_\_
- Acting Pay - Start \_\_\_\_\_ **Bi-Weekly Rate**
- Acting Pay - Ending \_\_\_\_\_ N/A
- Bonus (Separate Check) \_\_\_\_\_ **Lump Sum**
- Stipend\* \_\_\_\_\_
- [Start \_\_\_\_\_ End \_\_\_\_\_]
- Amount per pay \_\_\_\_\_
- \* Beginning pay period

**For Support Staff and Administrators**

Account #: \_\_\_\_\_ Fund#: \_\_\_\_\_ Dept.#: \_\_\_\_\_ Program #: \_\_\_\_\_ Project/Grant #: \_\_\_\_\_  
5 digits      5 digits      5 digits      2 digits      7 digits

\* No agency accounts may be used here (9xxxxx Series Funds)

Name of (GL) #: \_\_\_\_\_

Department: \_\_\_\_\_

**Gettysburg College Student**      \* Prior approval from Human Resources required for student stipend

- Stipend**
- Amount \_\_\_\_\_
- Start \_\_\_\_\_
- End \_\_\_\_\_
- Amount per pay \_\_\_\_\_
- Lump Sum**
- Bonus (Separate Check) \_\_\_\_\_

Account #: \_\_\_\_\_ Fund#: \_\_\_\_\_ Dept.#: \_\_\_\_\_ Program #: \_\_\_\_\_ Project/Grant #: \_\_\_\_\_  
5 digits      5 digits      5 digits      2 digits      7 digits

**Signatures:**

Originator \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_      Budget Office \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Supervisor \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**HR/PAYROLL USE ONLY**

Co-Director \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Co-Director \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Payroll \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Benefits Specialist \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Office Assistant \_\_\_\_ / \_\_\_\_ / \_\_\_\_