Monthly Supplemental Form



INSTRUCTIONS:

This form is used to request payment for 1.)Monthly Salary not processed on the E-BVD during the normal monthly cycle 2.)Dual Employment (when faculty or staff have additional employment within Texas A&M Kingsville in which they provide services outside the scope of their primary employment) 3.)Vacation/Sick Leave payments. The completed form must include an approval signature for all payments and a second plus provost signature for those requesting the pay for dual employment. If the payment is for Vacation/Sick Leave, attach a copy of the Employee YTD Activity Report from LeaveTraq showing the Lump Sum transaction. Also, attach a copy of the Monthly Vacation/Sick Leave Payout Calculation.

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Submit to:												
		Payroll S	Services <u>amuk.edu</u>									
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