

**NORTHWESTERN UNIVERSITY**  
**Special Pay Request Form**

For Payroll Use Only Pay date:
-----------------------------------

Employee ID Number:  Employee Name:   
Enter last name, first name

HRIS Department #:  Action:  New Hire  Rehire Reason: SPY

Period of Service From:  To:

<b>Job Information</b>	<b>Payroll</b>
Job Code: <b>101537</b> Standard Hours: <b>37.5</b>	Pay Group: <b>BIT</b>

**Compensation**

Comp Frequency: **Biweekly** Total Amount To Be Paid: \$

Number of Biweekly Pay Periods Covered By This Payment   
(For Tax Purposes)

Please attach any agreement or other documentation regarding salary to be paid.

**Employee Funding**

Percent	Fund	Financial Department	Project	Activity	Program	Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	60111
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	60111
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	60111
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	60111

**Check Address**

Current Home Address  Permanent Home Address  Department Check Address Code:

**Nature of Service**

\_\_\_\_\_

\_\_\_\_\_

**Employee Certification and Signature**

I certify that I have performed the services for which this form requests payment.

\_\_\_\_\_  
Employee Signature

**Approval(s)**

I have consulted with HR Compensation Division verifying that this position is exempt from the overtime provisions of the Fair Labor Standards Act and the employment of this individual is in compliance with the University's policy on antinepotism and the Equal Employment Opportunity guideline

Print Name of Person Completing Form	Date	Phone	Authorized Signature Approving Payment	Date	Phone
--------------------------------------	------	-------	--	------	-------

Special Pay is paid on the biweekly payroll with the same schedule as the biweekly temporary employees which can be found on the [www.northwestern.edu/hr/payroll](http://www.northwestern.edu/hr/payroll). Forms are due on the Mondays following the end of the pay period by 11:00am and will be paid on the F 13 days after the end of the pay period. The period of service end date must be the pay period end date or previ