

TO BE USED FOR EMPLOYEES WITH ADDITIONAL PAY

**EXCEPTION TO
NORMAL PAY (ENP)**
OKLAHOMA STATE UNIVERSITY

PAYROLL SIGNUP FORMS MUST BE ATTACHED FOR NEW EMPLOYEES OR THE FORM WILL BE RETURNED TO THE ORIGINATING DEPARTMENT.

| EMPLOYEE ID NUMBER | EMPLOYEE NAME (Last, First, Middle) | ECLASS | PAYING ORGANIZATION |
|-------------------------|-------------------------------------|-------------------------|----------------------|
| A12345678 | Pete, Pistol | Can be found on PEIESUM | Enter Organization # |
| POSITION CLASS | TITLE | ORGANIZATION NAME | |
| Can be found on PEIESUM | Job Title | Enter Organization Name | |

| POSITION | SUFFIX | PERIOD (MMDDYYYY) | | EARNINGS CODE | HOURS | AMOUNT | FUNDING | | | |
|----------|--------|-------------------|----------|---------------|---|--|---|------|------|------|
| | | FROM | TO | | | | FUND | ORGN | ACCT | LOCN |
| 123456 | 00 | 08012018 | 08312018 | 175 | Final balance can be found on PEALEAV. Make sure to account for any leave taken or accrued. | Amount should be hourly rate multiplied by total number of hours to be paid. | Funding information should match the funding tied to the employee's job. This information can be found on PEIESUM or NBAJOBS. | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Totals | | | | | | | | | | |

Description of Work Performed: Employee submitted resignation effective XX/XX/XXXX. ENP is to pay remaining TAL balance.

| | |
|--|---|
| Remarks: If the employee is a non-U.S. citizen, verify prior to employment that the hours worked will not cause the employee to exceed work hours authorized by the work permit. This form prepared by: Name _____ Phone _____ Date _____ | CERTIFICATION: I have first hand knowledge of the activity described above. I certify that it is a reasonable estimate of the work performed, documented, and completed. |
| | <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ Approval </div> <div> _____ Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ Approval </div> <div> _____ Date </div> </div> |