DOANE UNIVERSITY

Stipend Request Form - Multiple Employees for same event

Instructions: To assign extra stipend pay for duties performed beyond the scope of the employee's regular duties, please complete this form. This will be added to the employee's next payroll check. Requests are due by the 20th of the month to be included in end of month payroll or the 5th of the month to be included in the Student Payroll. Completed forms should be returned to the Payroll Office. Please write legibly so your employee is paid correctly.

Payroll Cylce (circle one): **Student** **Faculty/Staff**

Event/Duties: _____

Event Date(s): _____

ID #	First Name	Last Name	GL Account/Budget Line	Payment Amount	Number of Payments	Date of First Payment
Supervisor/Department Head:_____						
Authorizing Signature:_____						
	(Vice President or Dean)					