



DOANE UNIVERSITY

Employee Stipend Request

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.

Employee Name: _____

Description of event/duties: _____

Date of event/duties: _____

Department: _____ GL Account Number: _____

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

Total Payment Amount: \$ _____ # of Payments: _____

Date of First Payment: _____

Supervisor/Department Head: _____

Authorizing Signature: _____

(Vice President or Dean)