



# 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 20<sup>th</sup> of the month to be included in end of month payroll or the 5<sup>th</sup> 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: \_\_\_\_\_ ID # \_\_\_\_\_

Description of event/duties: \_\_\_\_\_

Date of event/duties: \_\_\_\_\_

Department: \_\_\_\_\_ GL Account Number: \_\_\_\_\_

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

Total Compensation: \$ \_\_\_\_\_ # of Payments: \_\_\_\_\_

Date of First Payment: \_\_\_\_\_

Supervisor/Department Head: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

(Vice President or Dean)