

# PITTSBURG STATE UNIVERSITY UNCLASSIFIED EXTRA DUTY COMPENSATION

TO: Mr. John D. Patterson  
Vice President for Administration and Campus Life

Date: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: Payment of Extra Duty Compensation From the Following Unit

Fund-Unit #: \_\_\_\_\_

Unit Name: \_\_\_\_\_

People Number	Employee Name	Pay Date/s	Amount of Bi-weekly Gross*

*\*In addition to Gross, Fringe Benefits will be charged to the unit. Please contact Budget/HRS if you need assistance in determining the Gross amount to be paid.*

**Justification:** \_\_\_\_\_  
\_\_\_\_\_

Approved Original:  
Human Resource Services

\_\_\_\_\_  
Authorized Signature of Account

\_\_\_\_\_  
Date

Approved cc:  
Budget Office  
Department  
College (if applicable)  
Business Office (if grant funds)  
Vice President  
Administration and Campus Life

\_\_\_\_\_  
Supervisor of Employee(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President or Director

\_\_\_\_\_  
Date

**Revised 11/13/06**

APPROVED: \_\_\_\_\_  
Vice President for Administration & Campus Life

\_\_\_\_\_  
Date