

California State University, Long Beach
ADDITIONAL PAY VOUCHER



This form is completed to request special payments for employees in accordance with collective bargaining agreements. Because the pay is not tied to the number of hours worked it cannot be included with the Electronic Time Reporting process.

Unless otherwise indicated below, the cost of additional pay is allocated to the default labor distribution on the employee's Position Pool ID. The costs will post to the accounting period following payment.

NAME	Last	First	Initial	EMPLOYEE ID	EMPL REC
Pay Period (mm/yy)		Position Number		Department	

The actions requested below will result in a LUMP SUM PAYMENT to the employee.

<input type="checkbox"/> AS1: R06 ASBESTOS/HAZ TRAINING ALLOWANCE (SC1) GROSS AMOUNT DUE \$	<input type="checkbox"/> PC1: R08 INTERMED. POST STIPEND \$100 (8ST0) GROSS AMOUNT DUE \$
<input type="checkbox"/> AS2: R06 ASBESTOS/HAZ TRAINING ALLOWANCE (SC2) GROSS AMOUNT DUE \$	<input type="checkbox"/> PC3: R08 INT/ADVANCED POST STIPEND \$250 (8ST8) GROSS AMOUNT DUE \$
<input type="checkbox"/> AW4: R03 SUMMER FELLOWSHIP STIPEND (9B) GROSS AMOUNT DUE \$	<input type="checkbox"/> SA1: R08 SPECIAL ASSIGNMT. STIPEND \$100 (8ST9) GROSS AMOUNT DUE \$
<input type="checkbox"/> AW5: LUMP SUM BONUS (9M) Used w/various CBIDs GROSS AMOUNT DUE \$	<input type="checkbox"/> UA1: R07 & R08 UNIFORM ALLOWANCE - NO RETIREMENT DEDUCTED GROSS AMOUNT DUE \$
<input type="checkbox"/> BF1: R06 BACK FLOW/WTR. TREAT. CERT ALLOW (SC3) GROSS AMOUNT DUE \$	<input type="checkbox"/> UA2: R07 & R08 UNIFORM ALLOWANCE (S1) GROSS AMOUNT DUE \$
<input type="checkbox"/> BF2: R06 BACK FLOW/WTR. TREAT.CERT RENEWAL(SC4) GROSS AMOUNT DUE \$	<input type="checkbox"/> OTHER: GROSS AMOUNT DUE \$

All Request for Staff Stipends - "Other" must be pre-approved by Staff Personnel.

Comments:

Request for Funding Override Please charge 100% of the above costs to:

Fund:	Dept:	Program:	Project/ Grant:	Class:
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Note: Overrides for Additional Pay can not be split. All Funding Overrides must be authorized by the Budget Office.

ASM/DIVISION SIGNATURE	DATE
STAFF/ACADEMIC PERSONNEL APPROVAL	DATE
BUDGET APPROVAL, REQUIRED FOR FUNDING OVERRIDES ONLY	DATE

Payroll - use the HR Acct Code shown to the right.
If blank, do not enter anything on the Additional Pay panel.