

John Carroll University

Additional Pay from Grant Accounts

This form is used to authorize additional payments (wages) for faculty and administrators from grant accounts. Completed Forms should be submitted to the Office of Sponsored Programs at least two weeks prior to the scheduled pay date.

EMPLOYEE INFORMATION

Employee Name: _____
Last First M.I.

SS# or Banner ID: _____ Date: _____

PAYMENT DETAILS

Fund/Grant # _____ Org #: _____

Amount: \$ _____ Scheduled Pay Date*: _____

Time Period Covered: _____

*Indicate pay structure if wages are to be paid over more than one pay period:

FRINGE BENEFITS

Rate: _____ % Amount: \$ _____ Charge to Fund/Org listed above? Yes No

ADDITIONAL INFORMATION

Purpose of Additional Pay:

SIGNATURES

Employee Name Signature Date

Supervisor Name Signature Date

Sponsored Programs/Authorized Official Name Signature Date