Payroll Use Only

ADP ID (Payroll Use)	
Pay Group (Payroll Use)	Record # (Payroll Use)
Pay Code (PR Use)	Control Number (Assigned by PR)

☐ Timesheet ☐ SPAR Database ☐ Spreadsheet

Kennesaw State University

Special Pay Request (Awards)

To take advantage of auto-calculating fields please fill out this form electronically. Save the file to your computer before use. For best results use the most current version of Adobe Acrobat or Adobe Reader on both PC and Mac.

Full Legal Name of Employee to be Paid (Required)	Department Name (Required)	Dept ID (Required)

Pay Distribution (12 Digits, Required)	Date	Award Description	Total Amount
		TOTAL AWARD TO BE PAID BY PAYROLL	

Payment requests for individuals who are paid by the hour must be submitted in a timely fashion in conjunction with the standard bi-weekly payroll cycle.

Required Signatures

By signing below I certify that the above information is a true statement of hours worked in the pay periods indicated.

employee signature (required)	date	manager signature (required)	date
requestor's name printed (required)	date	business manager or grant approval (required)	date
requestor's email (required)	date	hr/payroll approval	date

Special Pay Request for Awards can be found on the payroll website.
http://payroll.kennesaw.edu/forms.php

Reset Form 20190322