BYU HAWAII

BRIGHAM YOUNG UNIVERSITY–HAWAII

Human Resources

REQUEST FOR SUPPLEMENTAL PAY

Approval is requested to provide supplemental pay to the employee listed below for work performed outside their regular university assignment and work hours, in addition to their regular wages.

EMPLOYEE INFORMATION				
Employee Name:			Employee ID:	
Position:			Manager Name:	
Requesting Department:				
Effective Date:	Fund:	Cost Center:	Number of Hours:	Amount:
Payment Reason, Dates of Service, Amount Calculations/Breakdown & Other Comments:				

APPROVALS	
Dean/Director/Senior Manager Signature:	Human Resources Signature:
Print Name and Date:	Print Name and Date:

Updated June 2026