

**Harvard School of Engineering and Applied Sciences
Payroll Office (Financial Ops -LRB's)**

One Time Payment

Use this form to request Supplemental Payments for Harvard paid employees. The payment will be added to the employee's next regular paycheck.

Employee Name:				HU ID#:		(Rec # payroll use) 0	
Employee's Home HR Department: SEAS				Job Code/Title			
Earnings Code: Frequently used – LRB late reimbursement SMR Summer supplemental salary MVN Moving expenses <u>Link to additional earnings codes</u> <u>https://oc.finance.harvard.edu/how-to/earning-or-job-codes</u>				Reason or Business Purpose:			
Off Cycle Check?							
Earnings Amount				\$ Seq # 1			
Tub	Org	Obj. Code	Fund	Activity	Subactivity	Root	
		Defaults from Earnings Code Can't enter					
Earnings Amount				\$ Seq # 2			
Tub	Org	Obj. Code	Fund	Activity	Subactivity	Root	
		Defaults from Earnings Code Can't enter					
Earnings Amount				\$ Seq # 3			
Tub	Org	Obj. Code	Fund	Activity	Subactivity	Root	
		Defaults from Earnings Code Can't enter					
TOTAL Payment Amount					Gross up: No		

Preparer	Name		Date	
	Signature			
Account Approver/RPM (AD for Area Funds)	Name		Date	
	Signature			
Area Approval/ADRAF (AD for Area Funds)	Name		Date	
	Signature			
Controller (required for 90+ reimbursements)	Name		Date	
	Signature			

Send this form to: **payrollhelp@seas.harvard.edu**
SEAS Payroll Office, 114 Western Ave, 3rd floor finance suite Allston, MA 02134