

### Agreement for Supplemental Compensation (Extra Pay)

This form is to be used in conjunction with the Monthly or Biweekly Supplemental form to pay faculty and staff for a single activity that results in one or more payments as per Standard Administrative Procedure [31.01.99.MO.02](#). Any employee may accept additional employment with another department, unit, or component of The Texas A&M University System provided the employee obtains the **advance approval** of the head of both the current department or unit and the employing department or unit.

Date	Activity	Employing Department	Current Department

Employee Name	UIN/SSN	PIN	Title	Title Code

Employment Period From	Thru	Account	Support Account	Accounting Analysis	Gross Pay Due

**Provide a short summary of duties employee performed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Head of Current Department /Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Employing Department /Director Signature

\_\_\_\_\_  
Date

<p><b>TAMU—SUBMIT TO:</b></p> <p style="text-align: center;">Payroll Services General Services Complex, Suite 1201 MS 1261 <a href="mailto:payroll@tamug.edu">payroll@tamug.edu</a> Fax (979) 845-4134</p>	<p><b>TAMUG —SUBMIT TO:</b></p> <p style="text-align: center;">Payroll Services Sea Aggie Center, Bldg 3026 Suite 800, Room 807 <a href="mailto:payroll@tamug.edu">payroll@tamug.edu</a> Fax (409) 740-4573</p>	<p><b>NEED HELP?</b></p> <p>College Station--<a href="mailto:payroll@tamug.edu">payroll@tamug.edu</a> Team PhD – 845-2782 or 845-2787 Team CEO – 862-2898 or 845-2760 Team PALS – 845-2797 or 845-4737 Galveston - <a href="mailto:payroll@tamug.edu">payroll@tamug.edu</a> Galveston Payroll - 409-740-4837</p>
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