

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN**  
*Payroll Voucher (Supplemental/Casual Payments)*



<b>Date Prepared:</b>	<b>Prepared By:</b>		
<b>Employee Name:</b>			
<b>Employee EID:</b>	<b>Employee Date of Birth:</b>		
<b>Appointment Begin Date:</b>	<b>Appointment End Date:</b>		
<b>Account Number:</b>	<b>Department:</b>		
<b>Total Pay: \$</b>	<b>Hourly Rate: \$</b>		
<b>Hours Worked:</b>	<b>Overtime Hours:</b>	<b>Straight Time</b> <input type="checkbox"/>	<b>Time &amp; Half</b> <input type="checkbox"/>
<b>Job Title:</b>		<b>Job Code:</b>	
<b>Justification for Payment:</b>			
<i>APS Form Completed and Attached: ___Yes ___No ___Not Required</i>			

_____	_____
<b>Budget/Supervisor Approval</b>	<b>Date</b>
_____	_____
<b>Vice President Approval</b>	<b>Date</b>

*Received Payroll:* \_\_\_\_\_ *By:* \_\_\_\_\_ *Pay Date:* \_\_\_\_\_