



The University of Texas at El Paso
Additional Pay Request Form



The Supplemental for Instructional Teaching is used when requesting payment to **full time faculty** for additional duties performed outside their full time job function

EmplID

Name

Type of
Payment

Instructional Teaching/Course Development

Current Appointment(s)

Position
Number

Cost
Center /
Project ID

Position
Number

Cost
Center /
Project ID

Courses currently being taught? Yes No

The Business Center has access to the courses information

Notes

Justification for supplemental payment request

Supplemental Payment Being Requested

Position
Number

Instructional Activity

Type of Instructional Activity

Dept /
Course#

CRN

Semester
/ Year

Total
Payout
Amount

Start
Date

End
Date

#

Students
Enrolled

Funding Source

Cost Center
/ Project ID

Distribution
Percentage

Cost Center
/ Project ID

Distribution
Percentage

Funding
Begin
Date

Funding
End
Date

Funding
Begin
Date

Funding
End
Date