



The University of Texas at El Paso  
Additional Pay Request Form



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

Course development additional pay does not require full time status.

**Person Receiving Payment**

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 course schedule.**

**Notes**

Justification for supplemental payment request

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**Supplemental Payment Being Requested**

Position  
Number  
Job Title

**Instructional Activity**

Type of Instructional Activity

Dept / Course#	Start Date
CRN	End Date
Semester / Year	# Students Enrolled
Total Payout Amount	

Type of Instructional Activity

Dept / Course#	Start Date
CRN	End Date
Semester / Year	# Students Enrolled
Total Payout Amount	

**Funding Source**

Cost Center / Project ID	Funding Begin Date
Distribution Percentage	Funding End Date

Cost Center / Project ID	Funding Begin Date
Distribution Percentage	Funding End Date