

Recordkeeping: Employee Action Notice #2 (Supplemental Pay)

GENERAL INFORMATION

Employee # _____

Name: _____ Soc Sec # _____ - _____ - _____
(Last, First, Middle)

SUPPLEMENTAL PAY ACTION

What is this payment for?

Pay Amount \$ _____ One-time payment Continuing payment _____

Effective Date ____/____/____

Other comments for processing payment:

ADMINISTRATIVE APPROVALS & PROCESSING

First Approval _____ /_____/_____
(Signature) (Supervisor's Printed Name) (Date Signed)2nd Approval _____ David H. Green, Sr. Pastor /_____/_____
(Signature) (Date Signed)3rd Approval _____ /_____/_____
(Signature) (Administration Committee Chair) (Date Signed)Data Entered by _____ /_____/_____
(Signature) (Printed Name) (Date Entered)