
NORTHEASTERN STATE UNIVERSITY

ADD-PAY FORM

Employee _____ EMP ID# N _____

Name of Organization/Fund _____

FOAP to be charged - FUND _____ ORG _____ ACCT _____ PROG _____

Payment \$ _____ Based on \$ _____ per hour/contract
(Circle one)

Pay Cycle - MONTHLY or BIWEEKLY

(Description of payment)

Title of Program _____

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Dates of Program _____

Program Summary _____

APPROVALS

Employee: _____ Date: _____

Account Sponsor: _____ Date: _____

Grants & Contracts: _____ Date: _____
(If required)

Vice President: _____ Date: _____

Director of Human Resources: _____ Date: _____

Director of Budgets: _____ Date: _____

President: _____ Date: _____