INSTRUCTIONS

UNIVERSITY OF KENTUCKY

One-Time Payments in Addition to Regular Pay Using Screen M52

Social Security Number	Job Group	Name (Last, First, M.I.)

Earn Code	Pay ID No.	Assignment #	Gross Amount	Labor Account

Begin Date of Work	End Date of Work	Requested Pay Date

Description/Justification: (For Payment)

Approval _____ Date _____

Remarks:

_____

Approval Stamp

_____
Personnel Approval

_____
Release by Payroll

CLEAR FORM

Copies: 1-Personnel/Payroll 2-Department