COMMISSION ADDENDUM

Payroll Office
Huntington Building
1851 N Research Dr. - Room 118
Bowling Green, OH 43403
Phone: 419-372-2201
Fax: 419-372-8600
payroll@bgsu.edu

This form is used for changing a commission amount (increase, decrease, or one-time payment) for a student employee.

Submit this form to:

Payroll Office
Huntington Building
1851 N Research Dr. - Room 118
Bowling Green, OH 43403

Section A: Employee Information

Student Name: _____
First Middle Last

ID: | | | | | | | | | | |

Empl Record: | | |

Department: | | | | | | |

Department Name: _____

Job Code: S | | | | | |

Department	Payroll Speedtype	Program Code	Project ID –Grant	Payroll Speedtype

Section B: Payment

Requested Pay Date (based on pay schedule): _____/_____/_____ (MM/DD/YY)

Payment Amount: $_____ Dates Worked: _____

Hours Worked: _____

Budget to be charged:

Department	Payroll Speedtype	Program Code	Project ID –Grant	Payroll Speedtype

_____ _____
Student Signature Date Signed

_____
Approved by (print)

_____ _____
Signature Date Signed

Employers should retain a copy of this form for their records.
For questions, please contact Payroll 419-372-2201

Last updated 11/15/18