



UNIVERSITY OF GUAM
OFFICE OF ADMINISTRATION & FINANCE

Date: _____

MEMORANDUM

TO: Comptroller, Administration & Finance

FROM: _____
(DEPT/SECTION)

Subject: SPECIAL PAYMENT REQUEST

Special Payment request are only honored for urgent situations and special conditions, as approved.

Employee Name: _____

Social Security Number: _____

Department: _____

Employee Number: _____

Reason:

Note: Special Payment will be processed within 3 business days following final approval.

TIME SHEET SUMMARY			
PAYPERIOD ENDING			
TOTAL REGULAR HOURS		ANNUAL LEAVE	
OVERTIME HOURS		SICK LEAVE	
PAYMENTS(P/T,O/L,RETRO)		OTHER LEAVE	

AUTHORIZED TIMEKEEPER SIGNATURE: _____

AUTHORIZED DEPARTMENT SIGNATURE: _____

CERTIFYING OFFICER: _____

CERTIFYING AVAILABILITY OF FUNDS



TO: Payroll Office

FROM: Comptroller, Administration & Finance

Subject: Authorization of Special Payment Request

APPROVED ()

DISAPPROVED ()

Comptroller, Financial Affairs

UNIVERSITY OF GUAM BI-WEEKLY TIME AND LABOR DISTRIBUTION

DEPT	PAYROLL#	NAME					SOCIAL SECURITY NUMBER			REGULAR	OVERTIME	PAYPERIOD ENDING					
		DAY	REGULAR WORKTIME		EXTRA / OVERTIME		SUB-TOTAL HOURS			DAY	REGULAR WORKTIME		EXTRA / OVERTIME		SUB-TOTAL HOURS		
		1ST WEEK	IN	OUT	IN	OUT	REG	O/T	LEAVE	2ND WEEK	IN	OUT	IN	OUT	REG	O/T	LEAVE
TIMEKEEPER'S SIGNATURE		SUN								SUN							
GL NUMBER	HOURS	PAY CODE	MON							MON							
		REG	TUES							TUES							
		OT	WED							WED							
		ND	THUR							THUR							
TOTAL			FRI							FRI							
			SAT							SAT							
		**SEE EMAIL FROM DAVID OKADA															
AUTHORIZED SIGNATURE		CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS.															

UNIVERSITY OF GUAM BI-WEEKLY TIME AND LABOR DISTRIBUTION

DEPT	PAYROLL#	NAME					SOCIAL SECURITY NUMBER			REGULAR	OVERTIME	PAYPERIOD ENDING					
		DAY	REGULAR WORKTIME		EXTRA / OVERTIME		SUB-TOTAL HOURS			DAY	REGULAR WORKTIME		EXTRA / OVERTIME		SUB-TOTAL HOURS		
		1ST WEEK	IN	OUT	IN	OUT	REG	O/T	LEAVE	2ND WEEK	IN	OUT	IN	OUT	REG	O/T	LEAVE
TIMEKEEPER'S SIGNATURE		SUN								SUN							
GL NUMBER	HOURS	PAY CODE	MON							MON							
		REG	TUES							TUES							
		OT	WED							WED							
		ND	THUR							THUR							
TOTAL			FRI							FRI							
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