

## REQUEST FOR ADDITIONAL PAYMENT TO EMPLOYEE FOR WORK PERFORMED FOR ANOTHER STATE AGENCY

INSTRUCTIONS: The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the Borrowing Agency will forward all copies of OSCPXA 03 to the parent agency, accompanied by their check for the employee's services as evidenced by their completion of Section One below. Upon completing Section Two, the Parent Agency budget officer will send the original to his payroll clerk as authorization to pay the borrowed employee his additional salary. The second copy will be filed by Parent Agency and the third copy will be returned to the Borrowing Agency. It is the responsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.

<u>CERTIFICATION BY BORROWING AGENCY</u>	Analysis of Payment to Parent Agency (Fill in as Applicable)																		
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 1.2em;">SECTION ONE</div> <div style="width: 90%;"> <p style="text-align: center;"><b>WESTERN CAROLINA UNIVERISTY</b></p> <hr/> <p>Name of Agency</p> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Name of Employee</p> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Nature &amp; Location of Work Performed</p> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Dates Worked</p> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Rate &amp; Time If Appropriate</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"></div> <div style="text-align: center;">-1940</div> </div> <hr/> <p>Agency Code and Subhead</p> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Signature of Contracting Agency Official</p> </div> </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Salary for Services.....</td> <td style="width: 20%; text-align: center;">_____</td> </tr> <tr> <td>*Travel.....</td> <td style="text-align: center;">-</td> </tr> <tr> <td>*Subsistence.....</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Gross Due Employee.....</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Matching Retirement (9.71% Optional / 5.00% State)</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Matching Social Security (7.65%).....</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Indirect Expense.....</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Medical Insurance.....</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Total Payment Due Parent Agency.....</td> <td style="text-align: center;">-</td> </tr> </table> <p style="font-size: 0.8em;">*Borrowing agency is assuming liability for accuracy and statutory compliance for these items.</p>	Salary for Services.....	_____	*Travel.....	-	*Subsistence.....	-	Gross Due Employee.....	-	Matching Retirement (9.71% Optional / 5.00% State)	_____	Matching Social Security (7.65%).....	-	Indirect Expense.....	-	Medical Insurance.....	_____	Total Payment Due Parent Agency.....	-
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<u>CERTIFICATION BY PARENT AGENCY</u>	
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 1.2em;">SECTION TWO</div> <div style="width: 90%;"> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Name of Agency</p> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Name of Employee</p> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Classification, Rank or Title</p> <div style="background-color: yellow; height: 20px; width: 100%;"></div> <hr/> <p>Position Number _____ Social Security Number _____</p> <hr/> <p>Agency Code _____ Subhead Code _____ Retirement Code _____</p> <hr/> <p>I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount of _____ in addition to regular salary.</p> <p style="font-size: 0.8em;">(This is for Payroll purposes and should not include travel and subsistence.)</p> <hr/> <p>Budget Office (Parent Agency)</p> </div> </div>	<p>We hereby certify that the actual work and the related travel time were both performed on the employee's own time, outside of regular scheduled working hours, and that the employee has not used "company time" to prepare for his services to the borrowing agency.</p> <hr/> <p>Employee</p> <hr/> <p>Immediate Supervisor</p> <hr/> <p>Department Head</p>