



Payroll Addition Request Process (New)

Where to find the form

Use this direct link: [LINK TO REQUEST FORM](#)

OR

Each week located on Monday, the **Payroll Addition Request Form** is available in **TeamUp**:

- Look for the calendar entry every **Monday**
- Open the event titled:
 **Payroll Addition Request Form**
- Click the link in the description:
 *“Link to Payroll Addition Request Form”*



Payroll Addition Request Form

Mon Mar 30 2026

Weekly on Monday

Calendar

PROJECT #'S

Description

[Link to Payroll Addition Request Form](#)

Comments: 0 [Add Comment](#)

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What this form is used for

Use this form to submit requests such as:

- Per Diem
- Mileage Reimbursement
- Allowances / Bonuses
- Other payroll additions

How the process works

1. **Submit the form**
 - o Enter all required details
 - o Select your **Manager's email** for approval
2. **Manager approval**
 - o Your manager will receive an email
 - o They will review and approve or reject your request
3. **Payroll processing**

- o Once approved, the request is automatically logged
 - o Payroll will process it accordingly
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What you need to do

- Submit the form completely and accurately
- Select the correct manager

 **That's it — no further action is needed from you**

Important notes

- Requests must be submitted through the form (no email requests)
 - Approval is required before payroll can process
 - Incomplete submissions may delay processing
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If you have questions, contact Payroll.