

**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.

<p><u>CERTIFICATION BY BORROWING AGENCY</u></p> <p>S _____ E Name of Agency _____</p> <p>C _____ T Name of Employee _____</p> <p>I _____ O Nature & Location of Work Performed _____</p> <p>N _____ O Dates Worked _____</p> <p>N _____ E Rate & Time if Appropriated _____</p> <p>_____ Agency Code and Subhead _____</p> <p>_____ Signature of Contracting Agency Official _____</p>	<p align="center">Analysis of Payment to Parent Agency (Fill in as Applicable)</p> <p>Salary for Service..... _____</p> <p>*Travel..... _____</p> <p>*Subsistence..... _____</p> <p>Gross due Employee..... _____</p> <p>Matching Retirement..... _____</p> <p>Matching Social Security..... _____</p> <p>Indirect Expense..... _____</p> <p>Direct Cost..... _____</p> <p>Total Payment Due Parent Agency..... _____</p> <p>* Borrowing agency is assuming liability for accuracy and statutory compliance for these items.</p>
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<p align="center"><u>CERTIFICATION BY PARENT AGENCY</u></p> <p>S _____ E Name of Agency _____</p> <p>C _____ T Name of Employee _____</p> <p>I _____ O Classification, Rank or Title _____</p> <p>N _____ E Position Number _____ Social Security Number _____</p> <p>_____ Agency Code _____ Subhead Code _____ Retirement Code _____</p> <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>(This is for Payroll purposes and should not include travel and subsistence.)</p> <p>_____ Budget Officer (Parent Agency)</p>	<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> <p>_____ Employee</p> <p>_____ Immediate Supervisor</p> <p>_____ Department Head</p>
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