

BULLETIN NUMBER 29

TO: President, Vice Presidents, Deans, Department Directors and Department Chairs

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: January 17, 2002

SUBJECT: Additional Compensation

1. General

- a. The standard methods for paying faculty and staff are either automatically on the monthly payroll for faculty and FLSA exempt staff or through the biweekly payroll for FLSA non-exempt staff, which requires the submission and processing of a time and attendance report.
- b. However, on many occasions, a "one-time only" or other non-standard payment is made to faculty and staff. These special payments are to be processed using an [Additional Compensation](#) form. The Additional Compensation form is used for the following types of payments:
 - [Extra Compensation](#): Payment for performance of additional duties, intellectual contributions, stipends, summer camps, etc.
 - [Bonus](#): Discretionary and must be approved by the appropriate Vice President or Dean.
 - [Research](#): Research pay for faculty outside their academic contract.
 - [Gratuities and Commissions](#): Payment of gratuities or commissions to employees in special situations.
 - [Paid Time Off \(PTO\) Payouts \(Exempt Staff Only\)](#): PTO payments to exempt staff occur at termination of employment or when employee transfers from an accrual to a non-accrual position (i.e., regular staff to temporary staff or faculty).
 - [Awards and Prizes](#): Payments to employees for programs approved by the appropriate Vice President, such as the Staff Employee of the Year Program,

Departmental Employee of the Month Programs, etc.

- c. Additional compensation payments of \$1,000 or more require the signature (approval) of the appropriate Vice President, Director of Athletics, or General Counsel. The signature (approval) of the appropriate Vice President is also required for all additional compensation payments to his or her direct reports.
- d. Additional compensation payments are **not** subject to retirement contributions (except for gratuities paid to employees of Graylyn Conference Center.)
- e. Additional compensation payments will be charged to the payroll account number for the budget code indicated.
- f. Individuals paid outside the payroll system are independent contractors and must meet specific criteria outlined in *HRPPM, Section III-7, Independent Contractor or Employee*.

2. Processing the Additional Compensation Form

The Department/Office requesting payment initiates the processing of the Additional Compensation form, obtains the required signatures, and submits the completed form to the Human Resources Department (Compensation Manager). Required signatures include the signature of the Department Head or Budget Officer as the Initiator, the appropriate Vice President (when required), and approval from the Finance and Accounting Services Department (FAS) for restricted funds, grant funds, and project funds.

3. Schedule of Payment

Payment is made upon completion of services. The employee will be paid on the next available payroll after the Payroll Office receives the approved Additional Compensation form from the Compensation Manager.

Additional compensation requests for biweekly paid employees must be received by Human Resources three days prior to the end of a pay period and by the 12th of the month for monthly paid employees.

Attachments

Sample Forms (3)