



University of Colorado

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EMPLOYEE SERVICES

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(formerly One-Time Payment)

Use the Additional Pay procedure to authorize and process additional payments that are separate from the employee's regular appointment base salary such as awards, bonuses, moving expenses, incentive pay, etc. To receive additional pay, the employee must have an active appointment for the time period in which the services were performed.

The [Additional Pay Form](#) [1] must be completed and routed for campus off-line approval. Note: Multiple approval signatures are required.

Once the form is approved with the authorized signatures, the transaction may be entered into a One Time Payment (OTP) batch in HRMS Time Collection. For some specific types of additional pay, a Hand-Drawn Warrant must be requested instead of entering the amount into HRMS Time Collection. To request an off-cycle check, select the Hand-Drawn Warrant distribution checkbox on the Additional Pay Form. (*You do not need to submit an additional Hand-Drawn Warrant Request Form.*)

When the Additional Pay Process should NOT be Used

- **regular, continuing salary** or wages from a current or additional appointment
All salary payments for an employee's ongoing appointments must be updated in the HRMS on the Job Data pages, with the actual wage amount located on the compensation page.
- **overtime, shift differentials, leave payouts (VCT/ SKS)**, or other exception pay due to an employee on a current or terminated appointment
These amounts should either be entered into a regular HRMS Time Collection batch, or submitted on a Hand Drawn Warrant Request. (See [Hand-Drawn Payroll Warrants](#) [2] for additional information on these types of transactions.)

Approval Routing Guidance

The following approvals are required on the form before any additional payment is to be processed:

- requesting department
- approving dean/director or designee
- approving chancellor/vice chancellor, or president/vice president or designee
- grants and contracts ? if restricted FOPPS are used to make the payment
- home department supervisor ? if payment is not being made by the employee's employing department
- campus finance office ? if payment is for a moving reimbursement.
- human resources office

For guidance on the appropriate use of additional payments, or clarifications on approval processing, please contact your campus human resources or faculty affairs office. Please see the [approval routing examples](#) on this page.

Policy and/or Procedure guidance

Use the information below to determine whether additional pay is appropriate for an employee, and what type of earnings code may be used.

State Personnel Board

- [Personnel Board Rules and Administrative Procedures \(CL\)](#)

CU Regent Policy

- [Policy 11-C Officers and University Staff Salary](#) [4]
- [Policy 11-E Faculty Salary](#) [4]

CU Administrative Policy Statements (APS)

- [Compensation Principles and Processes for Officers and U](#)

Employee Services Procedures Guide

- [Awards - For Recognition or Achievement \(section 1.2.1\)](#) [5]
- [Moving Expenses - Overview \(section 1.1.6\)](#) [6]
- [Moving Expenses ? Temporary Housing \(section 1.3.6\)](#) [7]
- [Signing Bonus ? Classified Staff \(section 1.3.13\)](#) [8]

CU-Boulder
(includes system administration)

- [Classified Staff Compensation Guidelines \(CU-Boulder\)](#) [9]
- [HR policies and procedures \(CU-Boulder\)](#) [10]
- [Additional pay routing and guidance \(CU-Boulder\)](#) [11]

CU Colorado Springs

- [UCCS policies and procedures \(full listing\)](#) [12]
- [Compensation for Classified Staff: 300-001](#) [13]
- [UCCS Guide for In-Range and Discretionary Pay Differentials](#)
- [Compensation for Officers and University Staff: 300-012](#) [15]
- [Memorandum of Understanding for University Staff](#) [16]
- [HR Compensation Principles for Faculty: 300-016](#) [17]
- [Additional Pay, Pre-Approval for Faculty](#) [18]

CU Denver

- [HR policies and procedures \(CU Denver\)](#) [19]
- [Discretionary Pay Differentials - Classified Staff \(CU Denver\)](#)
- [Officer/University Staff ? compensation policy \(CU Denver\)](#)
- [Faculty compensation policy - Downtown Campus \(CU Denver\)](#)
- [Faculty compensation policy - Anschutz Medical Campus \(CU Denver\)](#)
- [Moving Expense Reimbursement policy \(CU Denver\)](#) [24]
- [Professional Research Assoc ? compensation policy \(CU Denver\)](#)

Earnings Codes

The following chart provides the earnings codes available for Additional Pay amounts (HRMS One Time Payment batches). No other earnings codes are valid for this type of payment. The chart also indicates whether the payment will be subject to the W-4 withholding rate or the supplemental tax rate according to IRS regulations.

Federal and state taxes are withheld at the posted rates for the current tax year. OASDI/Medicare tax and retirement will also be deducted if applicable.

Additional Pay Earnings Codes

Earnings Code	Description	Eligible Employees	Use & Examples (where applicable)	Tax Rate	Retirement Contributions
ADP	Add'l Pay ? Student / Med Res	Students, Medical Residents	Additional pay amount due to student employee or medical resident	Supp	Yes
ALW	Allowances - Uniform	Classified Staff	Payment of allowances (uniforms, tools, etc.). Used by Procurement Service Center only.	n/a	n/a

<p>APF</p>	<p>Additional Pay Flat Amount</p>	<p>Classified Staff, Officer/University Staff, Faculty</p>	<p>To be used for additional pay of a flat amount for additional work or services. Documentation is required. Payments for classified staff should be referred to HR before using this code.</p> <p>Example: Faculty member, officer or university staff member performs an additional job, e.g. overload teaching w/ expectation of payment.</p>	<p>Supp</p>	<p>Yes</p>
<p>AWR</p>	<p>Awards - Taxable</p>	<p>All</p>	<p>To be used to pay awards (e.g., Teaching, Service or Research, etc).</p> <p>Recognition/award programs must be pre-approved by appropriate campus entities (HR, Provost, VC, Org Principal) in accordance with PSC Procedural Statement: Recognition and Training.</p>	<p>Supp</p>	<p>401(k), 403(b), 457 only</p>
<p>BON</p>	<p>Bonus</p>	<p>Classified Staff, Officer/University Staff, Faculty</p>	<p>To be used to pay bonuses.</p> <p>Example: As part of signed agreement, used for payment of a bonus according to terms and conditions of offer letter or classified discretionary pay differential agreement form.</p>	<p>Supp</p>	<p>401(k), 403(b), 457 only</p>

DPD	Discretionary Pay Differential	Classified Staff	Used to pay temporary pay differentials. Additional documentation is required.	W-4	Yes
HN1	Honorarium - One Time Payment	Classified Staff, Officer/University Staff, Faculty	This payment may be given to a professional person for services beyond normal job duties for which fees are not legally or traditionally required.	W-4	Yes
INC	Incentive Pay	Officer/University Staff, Faculty	To be used to pay incentive pay. Example: As part of signed offer letter agreement, used for payment of incentive at completion of agreed upon terms and conditions.	Supp	Yes
LEG	UPI Med Legal	Faculty	Job code series 1100 and 1200 only, with UPI approval.	W-4	Yes
MVN	Moving Expense - Non Taxable	Officer/University Staff, Faculty	To be used to pay non-taxable moving expenses. Example: To pay non-taxable moving expenses, such as mileage and lodging, up to maximum included in offer letter. See ES Procedures Guide and related forms.	n/a	n/a

MVT	Moving Expense - Taxable	Officer/University Staff, Faculty	<p>To be used to pay taxable moving expenses.</p> <p>Example: To pay taxable moving expenses, such as meals and other out of pocket expenses, up to maximum included in offer letter. See ES Procedures Guide and related forms.</p>	Supp	n/a
PPN	Pay for Performance / Non-Base Building Award	Classified Staff	<p>MUST REQUEST HAND-DRAWN WARRANT- not available in Time Collection</p> <p>Salary Survey Increase payment amount that could not be added to base, because employee is at pay range maximum.</p>	W-4	Yes
PPO	Pay for Performance / Achievement Pay	Classified Staff	<p>To be used to issue performance-based achievement pay for classified staff. Human Resources approval is required.</p>	Supp	Yes
REC	Recruitment Incentive	Officer/University Staff, Faculty	<p>To pay recruitment incentive amounts. Incentive must be documented in the offer letter</p> <p>Example: Faculty housing payment set in offer letter</p>	Supp	401(k), 403(b), 457 only

<p>REF</p>	<p>Referral Award</p>	<p>Classified Staff</p>	<p>To be used to pay referral awards to current classified employees upon the referral and subsequent hire of a new state employee. Does not contribute to PERA.</p> <p>Approved Discretionary Pay Differential agreement form is required.</p>	<p>Supp</p>	<p>n/a</p>
<p>RIN</p>	<p>Retirement Incentive</p>	<p>Classified Staff</p>	<p>MUST REQUEST HANDDRAWN WARRANT- not available in Time Collection</p> <p>Example: Payment of a separation incentive resulting from a classified layoff where the employee is eligible for retirement.</p>	<p>Supp</p>	<p>401(k), 403(b), 457 only</p>
<p>SEV</p>	<p>Severance</p>	<p>Classified Staff, Officer/University Staff</p>	<p>MUST REQUEST HAND-DRAWN WARRANT- not available in Time Collection</p> <p>Example: Payment of a separation incentive resulting from a classified layoff.</p>	<p>Supp</p>	<p>401(k), 403(b), 457 only</p>

SP1	Stipend - One Time Payment	Students	Use is restricted. Do not use to pay for services performed (to use this earn type no services can be required of the employee). Check with faculty affairs, academic affairs, or dean?s office for appropriate use. Exempt from Medicare/OASDI taxes.	W-4	401(k), 403(b), 457 only
UOC	UPI On-Call Incentive	Faculty	To pay UPI on-call incentive amounts, limited to job code series 1100 and 1200 only.	Supp	Yes

Campus Approval Routing Examples:

CU Denver - Additional Pay Approvals		
Pay Type	Personnel Group	Approval Routing
Incentive Pay	Faculty	Employing Department - School Dean (except School of Medicine) ? Vice Chancellor ? Human Resources
Moving Expenses <i>Receipts must be attached</i>	Faculty & Officer/University Staff	Employing Department - School Dean (except School of Medicine) ? Vice Chancellor ? Finance Office
All Others	Classified, Faculty, Officer/University Staff	Employing department - School Dean (except School of Medicine) ? Vice Chancellor ? Human Resources

Colorado Springs - Additional Pay Approvals

Pay Type	Personnel Group	Approval Routing
All Payments	Classified, Faculty, Officer/University Staff	Employing Department - School Dean ? Vice Chancellor ? Human Resources
Moving Expenses <i>Receipts must be attached</i>	Faculty & Officer/University Staff	Employing Department - School Dean ? Vice Chancellor ? Finance Office

Boulder - Additional Pay Approvals

Pay Type	Personnel Group	Approval Routing
All Payments	Faculty	Employing Department - School Dean - Appropriate VC/Faculty Affairs
All Payments	Research Faculty	Employing Department - School Dean - VC Research/Graduate School
All Payments	Classified Staff	Employing Department - Human Resources - Appropriate Vice Chancellor
All Payments	Officer/University Staff	Employing Department - Human Resources - Chancellor/Vice Chancellor/Faculty Affairs

System Administration - Additional Pay Approvals

Pay Type	Personnel Group	Approval Routing
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All Payments	Classified Staff	Employing Department - CU-Boulder Human Resources
All Payments	Officer/University Staff	Employing Department - System Human Resources

Source URL: <http://www.cu.edu/employee-services/additional-pay-formerly-one-time-payment>

Links:

- [1] http://www.cu.edu/sites/default/files/policies/924-additional-pay/files/additional-pay-extended-11-10-2014_0.pdf
- [2] <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-18>
- [3] <http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobkey=id&>
- [4] <http://www.cu.edu/regents/regent-policy-0>
- [5] <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedures-9>
- [6] <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedures-4>
- [7] <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-19>
- [8] <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-26>
- [9] <http://hr.colorado.edu/es/Classified/Compensation/Pages/default.aspx>
- [10] <http://hr.colorado.edu/>
- [11] <http://hr.colorado.edu/es/OEP/processguide/Pages/PGAdditionalPay.aspx>
- [12] <http://www.uccs.edu/las/about-us/policies-and-procedures.html>
- [13] <http://www.uccs.edu/hr/classifiedcompensation.html>
- [14] <http://www.uccs.edu/%7EDocuments/hr/processes/uccsguideforinrangementsanddiscretionarypaydiffs.doc>
- [15] <http://www.uccs.edu/%7EDocuments/auxiliaries/Heller%20MOU.pdf>
- [16] <http://www.uccs.edu/>
- [17] <http://www.uccs.edu/%7EDocuments/vcaf/policies/300-016CompPrinFac12.pdf>
- [18] <http://www.uccs.edu/Documents/hr/forms/additionalpaypreapproval.pdf>
- [19] <http://www.ucdenver.edu/life/services/housing/current-students/Pages/Policies-and-Procedures.aspx>
- [20] http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/HR/Comp-ClassifiedStaff.pdf
- [21] http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/HR/CompensationOEP_000.pdf
- [22] <http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidlines/Documents/Faculty%20Compensation%20-%20Downtown%20Campus%20updated%202-18-10.pdf>
- [23] <http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/AdminFinance/Pages/default.aspx>
- [24] http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/Moving.pdf
- [25] http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/HR/ResearchAssistant-Associate%28PRA%29Policy.pdf