



### Additional Pay Form

**Instructions: Please complete the form with all approval signatures required by the initiator's campus HR and submit the completed form to the employee's home department. The employee's HR business partner will enter the payment into CU Time for their active appointment.**

**PLEASE NOTE:** All boxes must be completed by the initiating department.  
It is helpful to the signers if the initiator enters all names and emails of all approvers so each person knows where to send the form next.

<b>Pay Period End Date:</b>		<b>Total Additional Pay Amount</b>		If a gross-up is required for an employee to receive a certain NET, please send email request to <a href="mailto:HCM_Community@cu.edu">HCM_Community@cu.edu</a> with name, ID, NET, earnings codes and "Gross Up" in the title. Please do not send this form	
<b>Employee ID #:</b>		<b>Employee Name:</b>			
<b>Employee Email Address</b>				<b>Pay Frequency:</b>	Monthly      Bi-Weekly
<b>Job Code:</b>		<b>Job Code Description:</b>			
<b>Department #:</b>		<b>Department Name:</b>			

Earnings Code	Amount	Speedtype	Position #	Job Record #

Reason:

<b>Initiating Department Contact:</b>	<b>Email:</b>	<b>Initiating Dept. Contact Signature:</b>
<b>Phone No:</b>		

<b>Send to Employee</b>	<b>EMPLOYEE SIGNATURE</b> (Required for APF/ADP to certify that additional work has been completed.)		<b>Date:</b>
	<b>Initiating Department/Supervisor authorizing work:</b>	<b>Required authorization signature:</b>	<b>Date:</b>
	<b>Email:</b>		
<b>Approvals:</b>			
	<b>Approving Dean, Director or designee name:</b>	<b>Signature Required if work done within home dept.:</b>	<b>Date:</b>
	<b>Email:</b>		
	<b>Approving Chancellor/Vice Chan. or designee:</b>	<b>Required authorization signature:</b>	<b>Date:</b>
	<b>Email:</b>		
	<b>Approving HR or Finance Authority:</b>	<b>HR Signature Always Required for AMC and DDC:</b>	<b>Date:</b>
	<b>Email:</b>		
	<b>Grants/Contracts Approval (Res. FOPPs Only):</b>	<b>Signature Required if work is grant-funded:</b>	<b>Date:</b>
	<b>Email:</b>		

\*If the employee's services were performed outside of their home dept./campus, then the home dept./campus MUST approve the payment.

	<b>Home department/campus contact name*:</b>	<b>Signature Required if work done outside home dept.:</b>	<b>Date:</b>
	<b>Email:</b>		
	<b>Home depart. supervisor/appointing authority*:</b>	<b>Signature Required if work done outside home dept.:</b>	<b>Date:</b>
	<b>Email:</b>		

**Additional Pay Form Instructions**

The Additional Pay Form authorizes additional payments beyond the employee's regular pay. To process through Payroll (and not the PSC), the employee must have an active appointment for the earnings dates in which the services were performed. The Additional Pay Form must be sent to the appropriate authorities for signatures based on campus HR requirements.

**One:** The initiator completes the form with the employee's information of his/her current job appointment.

**Two:** The initiator enters all names and email address on the form required by his or her campus HR for Additional Pay.

**Three:** Each person on the list will sign the form with an electronic signature, then click the gray box next to the next name on the list.

**Four:** Once all required signatures have been obtained, the HR Business Partner in the employee's home department will enter the payment into CU Time. Please refer to the Payroll Calendar for deadlines.

Please note: Earnings Codes marked with an asterisk will be taxed at the SUPPLEMENTAL TAX RATE: 22% Federal 4.63% Colorado plus 1.45% Medicare and 6.2% OASDI. Earnings codes not marked with an asterisk will be taxed at the W-4 Rate

Earning Codes						
Earning Code	Description	Eligible Employees	401A Eligible	PERA Eligible	Optional Saving Plan Eligible (401K, 403B, 457)	Use
ADP*	Add'l Pay - Student / Med Res	Students, Medical Residents	N/A	N/A	YES	Additional pay due to student employee or medical resident
APF*	Additional Pat Flat Amount	Faculty, University Staff, Classified	YES	YES	YES	To be used for additional pay of a flat amount for additional work or services. Payment request for classified staff should be referred to HR. Documentation is required.
AWR*	Awards - Taxable	All	NO	NO	YES	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.
BON*	Bonus	Classified Staff, University Staff, Faculty	NO	NO	YES	Pay employee bonuses. Additional documentation is required.
CRI	Cash Payment Retirement Incentive	Faculty, University Staff	NO	NO	NO	Early retirement incentive program -- cash balance payment
DPD	Discretionary Pay Differential	Classified Staff	YES	YES	YES	To be used to pay temporary / discretionary pay differentials. Additional documentation is required.
HN1	Honorarium - One Time Payment	Classified Staff, University Staff, Faculty	YES	YES	YES	A payment given to a professional person for services for which fees are not legally or traditionally required.
INC*	Incentive Pay	University Staff, Faculty	YES	YES	YES	Additional documentation is required with this request.
LEG	Legal Settlement	All	YES	YES	YES	Job code series 1100 and 1200 only, with UPI approval.
LSA*	Legal Settlement No Retirement	All	NO	NO	NO	Legal settlement not 401A or PERA eligible
MVA	Imputed income tax for moving expenses paid by purchase order or P card	Faculty, University Staff	NO	NO	NO	Increases taxable grosses for FICA, federal and state income. Process in oncycle or with a high MVT. Can be divided over multiple paychecks.
MVT*	Moving Expense - Taxable	University Staff, Faculty	NO	NO	NO	Payment for taxable moving expense reimbursement and moving expense flat allowance

PPO	Pay for Performance / Achievement Pay	Classified Staff	YES	YES	YES	To be used to issue performance-based achievement pay for classified staff. Human Resources approval is required.
REC*	Recruitment Incentive	University Staff, Faculty	NO	NO	YES	To pay recruitment incentive amounts- must be documented in offer letter.
REF*	Referral Award	Classified Staff	NO	NO	NO	Additional documentation is required with this request
SEV*	Severance	University Staff, Faculty	NO	NO	NO	To be used to issue severance pay
SP1	Stipend - One Time Payment	Students	NO	NO	YES	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.
TPD	Temporary Pay Differential	University Staff, Classified Staff	YES	YES	YES	To make a one-time, lump sum payment to an employee. Additional documentation is required with this request.
UOC*	UPI On-Call Incentive	Faculty	YES	YES	YES	To pay UPI on-call incentive amounts. Limited to job code series 1100 and 1200 only.
UPI*	UPI Incentive Payment	Faculty and Officer/ University Staff	YES	YES	YES	To make a payment to an employee that is provided by UPI (University Physicians, Inc.). Additional documentation is required with this request.