

Additional Pay Form

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.

- 1) The initiator completes the form with the employee's information of their current job appointment.
- 2) The initiator enters all names and email address on the form required by their campus HR for Additional Pay.
- 3) 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.
- 4) 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.

Section 1 – Initiating Department: 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. **Note:** All boxes must be completed by the initiating department. [Earning Codes](#) marked with an asterisk will be taxed at the Supplemental Tax Rate: 22% Federal 4.4% Colorado plus 1.45% Medicare and 6.2% OASDI. Earnings codes not marked with an asterisk will be taxed at the W-4 Rate.

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

Earnings Code	Amount	Speedtype	Position #	Job Record #

Reason:

Initiating Department Contact	
Email	
Phone Number	
Signature	

Section 2: Initiating department enters all names and emails of approvers. This will ensure that each signer knows where to send the form next.

Employee signature (required for APF/ADP to certify that additional work has been completed)	
Initiating department/supervisor authorizing work	Required authorization signature
Email	

Approving Dean, Director or designee name	Signature required if work done within home department
Email	
Approving Chancellor/Vice Chancellor or designee	Required authorization signature
Email	
Approving HR or finance authority	HR signature always required for AMC and DDC
Email	
Grants/contracts approval (Res. FOPPs only)	Signature required if work is grant funded
Email	

Section 3: If the employee’s services were performed outside of their home department, then the home department MUST approve the payment.

Home department/campus contact name	Signature required if work done outside home department
Email	
Home department supervisor/appointing authority	Signature required if work done outside home department
Email	

EARNING CODES

Earning Code	Description	Eligible employees	401(a) eligible	PERA eligible	Voluntary retirement plan eligible (401k, 403b, 457)	Use
ADP*	additional pay – student, medical resident	students, Medical Residents	N/A	N/A	YES	Additional pay due to student employee or Medical Resident.
APF*	additional pay – flat amount	Faculty, University Staff, Classified Staff	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	Faculty, University Staff, Classified Staff	NO	NO	YES	Pay employee bonuses. Additional documentation is required.
CRI*	cash payment retirement incentive	Faculty	NO	NO	NO	Early retirement faculty 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	All	YES	YES	YES	A token one-time payment to recognize an individual for services for which a payment is not required. Examples include a guest lecture, musical performance or photography at an event.
HSG	housing allowance	University Staff, Students	NO	NO	NO	Housing allowance
INC*	incentive pay	Faculty, University Staff	YES	YES	YES	Additional documentation is required with this request.
LEG	Med-Legal	Faculty in the School of Medicine	YES	YES	YES	For legal services rendered such as medical testimony in court.
LSA*	legal settlement no retirement	All	NO	NO	NO	Legal settlement not 401(a) or PERA eligible.
MVA	imputed income tax for moving expenses paid by purchase order or pay card	Faculty, University Staff	NO	NO	NO	Increases taxable grosses for FICA, federal and state income. Process in on cycle or with a high MVT. Can be divided over multiple paychecks.
MVT*	moving expense reimbursement	Faculty, University Staff	NO	NO	NO	Reimbursement of moving expenses and moving expense flat allowance. All moving expenses became taxable per IRS on 1/1/2018
PPO	pay for performance/achievement pay	Faculty, University Staff, Classified Staff	YES	YES	YES	Human Resources approval required.
REC*	recruitment incentive	Faculty, University Staff	NO	NO	YES	To pay recruitment incentive amounts – must be documented in offer letter.
RIN*	legal settlement – retirement eligible	All	YES	YES	YES	401A and PERA eligible Legal Settlement.
REF*	referral award	Classified Staff	NO	NO	NO	Additional documentation is required with this request.
RTI*	retention incentive	Faculty, University Staff, Classified Staff	NO	NO	YES	A one-time payment for retention purposes.
SEV*	severance	Faculty, University Staff	NO	NO	NO	To issue severance pay. Also, for retirement incentives for University and Classified Staff (non-faculty).
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.
TRL	translation services	Classified Staff	YES	YES	YES	Payment to classified staff employees who translate as part of their position.
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.