



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 Time Collection for their active appointment.

PLEASE NOTE: All boxes except the Batch ID 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.

Form with fields: Pay Period End Date, Batch ID, Total Additional Pay Amount, Employee ID #, Employee Name, Employee Email Address, Job Code, Department #, Pay Group (Monthly/Bi-Weekly), and checkboxes for GROSS/NET.

Table with 5 columns: Earnings Code, Amount, Speedtype, Position #, Job Record #

Reason: [Large empty text box for providing the reason for the additional pay]

Initiating Department Contact: [Fields for name, email, phone number, and signature]

EMPLOYEE SIGNATURE (Required for APF/ADP to certify that additional work has been completed.) and Required authorization signature fields.

Approvals: Section with rows for Approving Dean, Approving Chancellor/Vice Chan., Approving HR or Finance Authority, and Grants/Contracts Approval.

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

Home department/campus contact name\* and Home depart. supervisor/appointing authority\* signature and date fields.

## Additional Pay Form Instructions

The Additional Pay Form is to authorize and process additional payments that are separate from the employee's regular pay such as awards, bonuses, moving expenses, incentive pay, etc. It should NOT be used for regular wages, overtime, or vacation payouts. 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 must be sent to the appropriate authorities for signatures based on the HR requirements for the specific campus.

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

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

**Step 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.

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

**Please note:** Earnings Codes marked with an Asterisk will be taxed at the **SUPPLEMENTAL TAX RATE** which is **25% Federal plus the taxes usually paid on the employee's paychecks: 4.63% State (rounded to the nearest dollar), 1.45% Medicare, 6.2% Social Security OR 8% PERA. If the employee usually has a percentage of his/her paycheck applied to a retirement plan (401A, 403B, 401K or 457), Retirement will also be taken at that same percentage.** All other earnings codes will be taxed at the W-4 rate.

Earnings Code			
Earnings Code	Description	Eligible Employees	Use
ADP *	Add'l Pay - Student / Med Res	Students, Medical Residents	Additional pay due to student employee or medical resident.
ALW	Allowances - Uniform	Classified Staff	Payment of allowances (uniforms, tools, etc.) Used by Procurement Service Center only.
APF *	Additional Pay Flat Amount	Classified Staff, Officer/Exempt Prof., Faculty	To be used for additional pay of a flat amount for additional work or services. Payment requests for classified staff should be referred to HR. Documentation is required.
AWR *	Awards - Taxable	All	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, Officer/Exempt Prof., Faculty	Pay employee bonuses. Additional documentation is required.
CTR	Other Contracts	Officer/Exempt Prof., Faculty	Other contracts relative to incentive pay.
DPD	Discretionary Pay Differential	Classified Staff	To be used to pay temporary / discretionary pay differentials. Additional documentation is required.
HN1	Honorarium - One Time Payment	Classified Staff, Officer/Exempt Prof., Faculty	A payment given to a professional person for services for which fees are not legally or traditionally required.
INC *	Incentive Pay	Officer/Exempt Prof., Faculty	Additional documentation is required with this request.
LEG	UPI Medical Legal	Faculty	Job code series 1100 and 1200 only, with UPI approval.
MVN	Moving Expense - Non-Taxable	Officer/Exempt Prof., Faculty	To be used to process non-taxable moving expense reimbursement.
MVT *	Moving Expense - Taxable	Officer/Exempt Prof., Faculty	Payment for taxable moving expense reimbursement.
PPN	Pay for Performance / Non-Base Building Award	Classified Staff	<b>(NOT AVAILABLE IN TIME COLLECTION.)</b> Salary Survey increase amount that was not added to base because employee is at pay range maximum. Must send completed form to PBS for processing.
PPO	Pay for Performance / Achievement Pay	Classified Staff	To be used to issue performance-based achievement pay for classified staff. Human Resources approval is required.
REC *	Recruitment Incentive	Officer/Exempt Prof., Faculty	To pay recruitment incentive amounts-must be documented in offer letter.
REF *	Referral Award	Classified Staff	Additional documentation is required with this request.
RIN *	Retirement Incentive	Classified Staff	<b>(NOT AVAILABLE IN TIME COLLECTION.)</b> Must send completed form to PBS for processing.
SEV *	Severance	Classified Staff, Officer/Exempt Prof., Faculty	To be used to issue severance pay.
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.
TPD	Temporary Pay Differential	Officer/University Staff and Classified Staff	To make a one-time, lump sum payment to an employee. Additional documentation is required with this request.
UOC *	UPI On-Call Incentive	Faculty	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	To make a payment to an employee that is provided by UPI (University Physicians, Inc.). Additional documentation is required with this request.