



Additional Pay Form

Instructions for this form are available on the second page.

Submit this form to offcycle_pbs@cu.edu

Should this Additional Pay amount be processed on a Handdrawn Warrant?	<input type="checkbox"/> NO	Employee's home department enters the Additional Pay amount into HRMS Time Collection. Batch ID Required.
	<input type="checkbox"/> YES	Submit this completed and signed Additional Pay form to Employee Services for processing. DO NOT enter payment information into HRMS Time Collection. PAY WILL BE DIRECT DEPOSITED. The exception will be an award to be presented during a ceremony, which can be distributed to the appropriate campus. Please select your campus Bursar's Office. BURSAR:

PLEASE NOTE: All boxes must be completed or form may be returned to the initiating department.

Pay Period End Date:	Batch ID:	Total Additional Pay Amt.	<input type="checkbox"/> GROSS (before taxes/deductions)
			<input type="checkbox"/> NET (after taxes/deductions)

Employee ID #:	Employee Name:	
Employee Email Address:	Pay Group:	<input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Weekly
Job Code:	Job Code Description:	
Department #:	Department Name:	

Earnings Code	Amount	Speedtype	Position #	Job Record #

Reason/Justification for payment/dates of service for payment/rate of pay:

Reminder - This form is not to be used for retroactive payment to an employee, or to pay additional salary amounts. The employee must have an active appointment during stated period of service for the payment to be processed.

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Initiating Department Contact:	Email:	Initiating Dept. Contact Signature:
Phone No:		

EMPLOYEE SIGNATURE (Required for APF/ADP to certify that additional work has been completed.)	Date:	
Initiating Department/Supervisor authorizing work:	Required authorization signature:	Date:
Email:		

Approvals:

Approving Dean, Director or designee name:	Signature Required if work done within home dept.:	Date:
Email:		
Approving Chancellor/Vice Chan. or designee:	Required authorization signature:	Date:
Email:		
Approving HR or Finance Authority:	HR Signature Always Required for AMC and DDC:	Date:
Email:		
Grants/Contracts Approval (Res. FOPPs Only):	Signature Required if work is grant-funded:	Date:
Email:		

*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*:	Signature Required if work done outside home dept.:	Date:
Email:		
Home depart. supervisor/appointing authority*:	Signature Required if work done outside home dept.:	Date:
Email:		

Additional Pay Form Instructions

This form is completed by the department/unit to obtain approval for additional pay due to an employee that is not a component of the employee's ongoing salary amount. The payment may be processed either by entering the information into HRMS Time Collection or by sending this completed form to Employee Services for processing. The Additional Pay form must be sent to the appropriate approval authorities for signatures based on the campus specific process for each personnel group. For additional guidance on when this type of pay is appropriate to process for an employee, please refer to the PBS Procedures Guide, Additional Pay section at:

<https://www.cu.edu/es/proceduresguide/1.2.04.html>

If the information provided and approved on the form does not match what is entered into HRMS Time Collection, the entry will not be approved or processed. *(Processing Note: If a specified "Net" amount is selected, the Additional Payment may ONLY be processed by Employee Services Payroll Administration.)*

Additional Pay Earnings Codes			
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	(NOT AVAILABLE IN TIME COLLECTION.) 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	(NOT AVAILABLE IN TIME COLLECTION.) 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.