

ADDITIONAL PAYMENT FORM

Use this form to request a one-time only payment for an employee for work performed over and above his/her regular salary/wages. Complete and send to the Payroll Office, GEM-1160. Additional payments will be processed during the next payroll period and are included in the employee's regular paycheck. Note: payments \geq \$5,000 require HR approval.

- Complete a Payroll Change Form for payroll corrections to a prior payroll period for hourly employees.
- Do not use this form for faculty summer contracts, administrative increments for department chairs, or payments to adjunct faculty. Complete an Employee Action Form and send to the Human Resources department for processing.

Employee Name: _____ **Employee ID #:** _____ **Employee's Home Dept #:** _____

--	--	--

Department Name: _____ **Indicate Time Period Work was Performed:** _____

--	--

Bi-weekly Payroll¹ **Semi-monthly Payroll²** **Payment Amount**

--	--	--

¹for hourly paid staff and students ²for exempt paid staff and faculty

Reason for additional payment—check one and provide further explanation in box below:

- _____ **Extra Effort** (may include work on special projects such as curriculum development, exempt employees working additional hours for an extended period, reward for exceptional performance, counseling, mentoring)
- _____ **Honorarium** (given in gratitude for professional services such as a speech or presentation)
- _____ **Non-Credit Instruction** (for work in conjunction with a non-credit short course)
- _____ **Prize/Award** (typically given based upon some established criteria; not a scholarship which is processed through Financial Aid)
- _____ **Services Performed for Another Department** (other than the employee's home department—for exempt employees only; contact HR or the Student Employment Office regarding non-exempt employees.)
- _____ **Spot Award** (incentive payments to reward employees; typically less than \$100)

Explanation:

--

Provide complete 24-digit general ledger account number to charge payment to:

Entity	Department	Object*	FEC	Project	ADC
					00000

*refer to next page for a list of object codes for additional payments

Requested By:

Print Name	Signature	Date	Extension

Authorized By (must be a department head or budget authority at least one management level above the requester):

Print Name	Signature	Date	Extension

SPFMS Approval (required for payments charged to grants/contract (projects 30000 - 39999):

Print Name	Signature	Date	Extension

Object Codes for Additional Payments

Add pays for employees who are assessed the full-time fringe benefit rate:

1. All regular/permanent and grant funded employees are assessed a full-time benefit rate based upon total salary expenses charged to these regular salary object codes during a period (see the CTO web page for more information regarding fringe benefit rates).
2. When additional payments are processed for regular/permanent and grant funded employees, use the appropriate special assignment object code indicated below. Use of the correct object code will ensure that the part-time benefit rate is assessed.

Regular Salary Object Code	Salary Description	Add Pay Object Code
70050	Admin/Professional	70900-Special Assignment Salary
70100	Academic Admin (Ranked Faculty)	70925-Special Assignment Faculty
70150	Tenured/Tenure Track Faculty	70925-Special Assignment Faculty
70250	Educational Development Faculty	70900-Special Assignment Salary
70300	Visiting Faculty Full-time	70925-Special Assignment Faculty
70325	Non Tenure Track Faculty/Lecturers	70925-Special Assignment Faculty
70450	Technical, Clerical, Secretarial	70950-Special Assignment Wages
70500	Maintenance, Food Service & Security	70950-Special Assignment Wages
70600	Pt-time Regular Admin/Professional	70900-Special Assignment Salary
70750	Pt-time Technical, Clerical, Secretarial	70950-Special Assignment Wages
70800	Maintenance, Food Service & Security	70950-Temp Assignment Wages

Add pays for other employees who are assessed the part-time fringe benefit rate:

1. Other employees included on the list below are assessed a part-time benefit rate based upon total salary expenses charged to various salary object codes during a period.
2. When additional payments are processed for employees in one of these categories, use employee's regular part-time salary object code or the salary object code indicated below. This will ensure that the appropriate part-time benefit rate is accessed.

Regular Salary Object Code	Salary Description	Add Pay Object Code
70350	Post Doctoral Professional	70350
70650	Visiting Faculty Part-time	70650
70400	Adjunct Faculty	70400
70550	Faculty Summer	70550
70555	NTID Overload	70555
70700	Educational Development Faculty	70700
71000	Temporary Hourly	71000
70850	Temporary Professional	70850
71100	Interns-Non-RIT Students	71100

Note: use object code 71250 for all additional payments made to student employees.