Instructions for Completing Additional/Reduce Pay Form

If completeing this form for a Reduce Pay , you must attach a Payroll Overpayment form signed by the employee.

Type of Employee:	Check only one box that best identifies the type of employee, in their primary position, that will be receiving the additional pay. (Must be active, not EERC or Cont. Ed.)
Empl ID#:	Employee ID number
Empl Rcd #:	Empl Rcd #: Enter the Employee Record number of the position where the Additional Pay will be attached.
Employee Name:	Name of employee receiving Additional Pay
Position Number:	Position number employee is currently appointed and Additional Pay is being attached.
Department ID:	Department Number that is attached to above Position Number
Department Name:	Department Name attached to above Position Number
Job Code:	Job Code associated with this Position Number
Standard Hours Worked:	Enter the number of hours this employee is actually working, each week, in their primary position(s), during the time they are receiving this Additional Pay.
Payment will be Paid Over:	If this is a payment for only one payday, check One Pay Period. If this payment is to be spread over more than one payday, check Multiple Pay Periods.
Changes to Additional Pay:	This box is used to cancel an Additional Pay or change funding, prior to completion of payment. Submit a photocopy of the Add'l Pay that was previously submitted and check the appropriate box for this change. Enter the effective date as the first day of the payperiod following the last day worked for either cancellations or fund changes. Highlight the change and route for signature authorization for your division. These signatures should be in red or blue ink.
Actual Earnings Begin Date:	Enter the actual date that the employee starts working for this Additional Pay.
Actual Earnings End Date:	Enter the actual date that the employee will complete work for this Additional Pay.
Actual Hrs Worked/Wk on Additional Pay	If the Additional Pay is not payment for additional hours, enter NONE, Otherwise estimate the average number of hours a week that the employee will work for this Additional Pay.
Pay Period Begin Date:	Enter the first day of the pay period that payment will start.
Pay Period End Date:	Enter the last day of the pay period that payment will end.
Amt/Pay Period:	Dollar amount per semi-monthly pay period. If payment does not divide equally into the goal amount, always round UP one penny. If payment is for one pay period, Amount Per Pay Period will equal Goal Amount. **To reduce pay, either enter the amounts in parentheses (), precede number with a (-), or type the amount in red to indicate a negative number.**
Goal Amount:	Total amount of Additional Pay to be paid. The Additional Pay will automatically stop when Goal Amount is reached.

Earnings Code:			Place a checkmark or "X" next to the appropriate earnings code. A detailed explanation of each earning code follows:

		Code	Description
		HRP	Retro-Regular Pay - Used when paperwork was not submitted by pay period deadline. Must have department head/chair signature. Only to be used for Salaried employees. Hourly employees should just submit a timesheet.
		H02	Retro-Contract Pay - Used when paperwork was not submitted by pay period deadline for a <12 month, benefited employee. Must have department head/chair signature. Only to be used for Salaried, Contract employees. Hourly, Contract Employees should just submit a timesheet.
		HRO	Retro-Overtime Pay - Used when paperwork was not submitted by pay period deadline. Must have department head/chair signature. Only to be used for Salaried employees. Hourly employees should submit a timesheet.
		H04	Faculty Overload-An amount paid to faculty for teaching/working > 40 hours per week.
		H05	Summer Salary - Amount paid to a <12 month faculty/staff for summer work, outside of regular contract, other than teaching
		H06	Summer School-Amount paid to <12 month faculty to teach summer school, outside of regular contract.
		H08	Distance Learning-Amount paid to faculty for teaching Distance Learning Classes.
		H09	Corporate/Continuing Education-Amount paid to faculty for teaching Corporate/Continuing Ed classes.
		H17	Special Projects - With Retirement - Payment for temporary projects-Must provide Add'l Information.
		H19	Department Chair Compensation-Additional compensation received for Department chair duties.
		H28	Staff Overload-An amount paid to an exempt staff employee for working/teaching >40 hours per week. Non-exempt staff must submit a timesheet using the Overtime earnings code.
		H51	Special Projects - No Retirement - Payment for temporary projects - Must provide Add'l Information.
		H60	Awards - Payment of approved awards.
		H64	Acting/Interim Assignment - Payment for a temporary assignment.
			Other (Explain) - For any Earnings Code not identified above - Enter Earnings code and description. H01-Regular and H02 Contract cannot be paid with an additional pay request.
Additional Information:			You are encouraged to enter an explanation of the payment. (optional)

Funding Information:	Check only one box for source of funding. If using the funding identified in the department budget table for the position, check Use Position Default Funding box. Overloads (You may not use Default funding for H04 or H28 Overload payments). If entering a funding source below, check Use Funding Source Identified Below. If this is a funding change and you have identified it as a change above in the Changes to Additional Pay - check Funding Change Only.
	If you checked Use Funding Source Identified below, enter the fund code, department, project, program, and account, where the funding of this payment is actually being paid from. Account Code will automatically complete. Split funding will require the completion of more than one form.
Signature Authorization:	Obtain two signatures from Department/Dean/VP authorizing the Additional Pay. If using a position from another department, you will need one signature from that department. Then follow your signature authorizations per your division, prior to submission to Payroll.