



NORTHWESTERN UNIVERSITY

# Additional/Special Pay Request Form

Employee ID

Employee Name (last name first)

Yes  No

Is employee in a paid position?

HR Dept#

Dept Name

Period of Service Begin Date

Period of Service End Date

## Earnings

Earnings Amount

Earnings Goal Amount (if multiple payments)

Payments to non-exempt staff require a copy of the Kronos timecard and must be preapproved by HR.

## Funding (Percentages must add to 100% if multiple funding sources.)

Percent	Fund	Financial Dept	Project	Activity	Chartfield 1	Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Accounts to use:

60062 Kellogg Faculty

60063 Faculty

60065 NMFF Members

60067 FSM Basic Science Incentives

60102 Staff

60111 Special Pay/ Temporary Employees (not hourly)

60120 Students

## Nature of Service

Type of Service Provided (may not apply if Special Pay):

- Faculty Supplement (SUP)  
 Staff Temp Assign (TMA)  
 Grad Studt Grader (SGR)  
 Prize or Award (AWD)  
 Tuition Reimb (TUR)
- Faculty Addl Assgnt (AAS)  
 Staff Recog Bonus (BON)  
 Grad Studt Suppl (SUP)  
 Student Award (AWS)  
 Relocation (RCN)
- Faculty Honorarium (HON)  
 Spec. Cash Award (SCA)  
 Mobile Com Allw (MCA)  
 Housing Suppl (HSS)  
 Imputed Comp (NON)
- Faculty Consulting (CON)  
 Research Subj Fee (RSF)  
 Mobile Com Dev (MCD)  
 Childcare Support (CCS)
- Faculty Overload (OVL)  
 NRSA Temp Work (SPD)  
 Mobile Com Allw (MAN) Nontaxable
- Other School or NMFF specific code \_\_\_\_\_  
 Mobile Com Dev (MDN) Nontaxable

Description of Nature of Service (please be specific):

## Employee Certification and Signature (required if payment made from grant account)

I certify that I have performed the services for which this form requests payment.

## Approvals

I have consulted with Human Resources verifying that this method of payment is in compliance with the Fair Labor Standards Act, as well as the University's policy on antinepotism and the Equal Employment Opportunity guidelines. Note: Pay should be authorized before the service is provided. HR approval is required for staff payments but not necessary for mobile communication payments.

\_\_\_\_\_  
Print Name of Person Completing Form      Date    Phone

\_\_\_\_\_  
HR Signature (if staff employee and not mobile comm..)      Date    Phone

\_\_\_\_\_  
Authorized Department Signature      Date    Phone

\_\_\_\_\_  
OSR Signature (if from grant account)      Date    Phone

\_\_\_\_\_  
Authorized School Signature      Date    Phone

\_\_\_\_\_  
ASRSP Signature (if from grant account)      Date    Phone

\_\_\_\_\_  
Home School Signature (if different from funding dept.) Date    Phone

(Approvals from HR, OSR, ASRSP, and the home school, if applicable, can be attached from an email or fax while the others must be original.)

## ADDITIONAL/SPECIAL PAY REQUEST FORM INSTRUCTIONS

Please read the Additional policy before requesting any payments which can be found online at <http://www.northwestern.edu/hr/payroll/administratorpayments.html>. Please be aware of all approval requirements which must be completed before the services are provided.

### PURPOSE

Additional Pay and Special Pay Requests are used to request supplemental payments for employment wages and are generally meant to be of short duration. If the employee already has a paid position at the University (not as a temporary employee), these are processed as Additional Pay. If they do not have a regular paid position, these are processed as Special Pay unless the payment is based on hours worked in which case you should hire them as a temporary employee and pay through Kronos. Information on Kronos is at <http://www.northwestern.edu/hr/payroll/kronos/index.html>.

### TIMING

Payments requested for employees who are already in a paid position at the University are processed as Additional Pay and included with their next scheduled payroll payment. Payments requested for employees not in a paid position are processed as Special Pay and paid on a biweekly basis. All requests must be fully approved, funding listed on request open and available, and request form received by Payroll by our scheduled cutoff dates for each pay period which can be found online at <http://www.northwestern.edu/hr/payroll/administratorinfo.html>. Payments will not be processed prior to the pay date associated with the period of service end date listed on the payment request form. Additional Pay Requests which are not submitted in time to be paid with the regular pay period may be paid on the next adjustment payroll run if requested by the department but will be subject to the supplemental federal tax rate.

### INSTRUCTIONS

Complete the employee's University ID (unless this is Special Pay for a new employee), department information including the funding department if different from the home department, and period of service dates. The period of service dates will be used to determine when payments should be made.

### EARNINGS

Provide the earnings amount to be paid. If there are multiple payments to be made from this request, please also enter the earnings goal amount. Also, the period of service begin and end dates are especially important for multiple payments. Payment requests to nonexempt hourly staff must include a copy of their Kronos timecard, and HR Compensation must be consulted regarding the rate of pay to be used.

### FUNDING

The chart string listed on the request form must be valid and accounts open for payments to be made. You can view this in HRIS on the View Valid Chartstrings page. The following are the accounts to be used for payments:

60062 Kellogg Faculty  
60063 Faculty  
60065 NMFF Members  
60067 FSM Basic Science Incentives  
60102 Staff  
60111 Special Pay/ Temporary Employees (not hourly)  
60120 Students

### NATURE OF SERVICE

Select the type of service provided unless this is Special Pay (not in a paid position at the University). List a specific description of the nature of service for this payment. This is required for any payments to be made.

### APPROVALS

All payments made from grant accounts must include certification from the employee that the service was provided as well as advanced approvals from OSR and ASRSP. Payments to staff (excluding postdoctoral fellows and research associates) must include advanced HR approval unless for mobile communication allowances. If a payment is requested for a faculty or staff employee who has their primary appointment in a different department than the one requesting payment, the home school or central department must provide their approval. The approval provided by the school or department requesting the payment must be original on the form while the others can be by fax or attached email.