

Check here to process on next payroll run – federal tax will be at flat 25% rate.

Northwestern University

Additional Pay Request

Payroll Department Use:
 Pay Group _____
 FAC or STF _____

Dialog Box

Name: Dept I.D. No.
 Employee ID: Department Name:

Additional Pay

Earning Code: Faculty Supplements = SUP Prize or Award = AWD Staff Temporary Assign. = TMA
 Faculty Extraordinary Assign = AAS Special Cash Award = SCA Staff Recognition Bonus = BON
 Faculty Honorarium = HON Research Subject Fees = RSF NRSA Post-Doc Temp Work = SPD
 Faculty Consulting = CON Grad Student Supplements = SUP Imputed Noncash Compensation = NON
 NMFF additional pay code = _____

Nonexempt Staff and Graduate Student Graders

Regular Hours: X Hourly Rate: = Total Amount:
 Overtime Hours: X 1.5 Hourly Rate: = Total Amount:
 Earnings Begin Date: Earnings End Date: **Grand Total:**

NONEXEMPT NOTE: Please submit the employee's timesheet for the applicable pay period(s) to insure appropriate calculation of overtime.

Exempt Staff, Faculty, Graduate Student

Earnings Begin Date: Earnings End Date: Earnings Amount:

Additional Pay Distribution

Account and Object must be open for form to be considered complete. Form is considered to be late if they are not open by cut-off date.

Percent	CUFS Account(s)--Fund-Area-Org	Sub Org	Object	Pay Period Start Date	Pay Period Stop Date
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 200px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 200px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

Nature of Service (Be Specific)

Approval(s)

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: Additional Pay should be authorized before the service is provided. HR, OSR, or ASRSP approvals may be provided by email instead of physically signing this form but must be printed and attached to this form before submitting to Payroll.**

PRINT NAME OF PERSON COMPLETING FORM Date Phone	HR Signature Approving Payment (if staff employee) Date Phone
Authorized Department Signature Date Phone	OSR Signature Approving Payment (if grant account) Date Phone
Authorized School Signature Date Phone	ASRSP Signature Approving Payment (if grant account) Date Phone

Additional Pay Request Form Instructions

Please read the **Additional Pay Policy** before processing any payment on the **Additional Pay Request**. Payments made to staff must be approved by the School and HR. Payments made from grant accounts must be approved by OSR and ASRSP before the services are performed. Faculty must be approved by the School. Approvals from HR Compensation, OSR, or ASRSP can be made by email and must be attached.

PURPOSE

The *Additional Pay Request* must be used to request supplemental payments for Northwestern University employees who are currently employed by the University in a regular (paid) faculty, staff, or graduate student position. This form is used to pay supplemental wages that are calculated on an hourly basis for nonexempt employees (when hourly salary is not equal to regular hourly salary) and as a flat amount for exempt staff and faculty. Graduate students can be paid either a flat rate or hourly rate, depending on the nature of services. This form can also be used to pay for staff temporary assignments, staff recognition bonuses, awards, prizes, faculty supplements, faculty extraordinary assignments, faculty consulting fees, faculty honorariums, research subject fees (if above \$50 for calendar year to an employee), special cash awards, graduate student supplements, and to report taxable noncash compensation.

All other services provided by a regular staff, faculty, or graduate students should be paid through a *Position/Appointment Form*. If you wish to pay an individual who currently has an OTH pay group (unpaid appointment), a *Special Pay Request Form* must be used in place of the *Additional Pay Request Form*.

All paychecks or notices of deposit (if printed) will be sent to the check address on file for the employee's regular payroll.

Note: An *Additional Pay Request* for a monthly employee will be paid at the end of the month and will be included with their regular monthly pay. A biweekly employee will be paid the additional pay on the next regular biweekly pay date. A department may request that a check be cut out of the normal payment schedule for that employee, but the employee will be taxed at the current IRS supplemental tax rate.

INSTRUCTIONS

Please fill out the *Additional Pay Request* completely.

Earning Code - Select the earning code that best describes the services being performed.

Nonexempt Staff: Employees must be paid an hourly rate that is different from their biweekly hourly rate in order to be paid via an *Additional Pay Request*. *Nonexempt staff must report their hours in ETES, and this section would only have the difference in their hourly rate.*

Complete the boxes within the *Nonexempt Staff & Graduate Student Graders* section as appropriate.

Regular Hours – This field must be completed for all nonexempt or hourly based graduate student additional pay requests.

Hourly rate – If this is a supplement to an employee's regular rate of pay, enter the difference between the rate requested and the employee's current hourly rate. If this is for graduate student hours, enter the total hourly rate to be paid for those hours. Pre-approval is required from your Human Resources Compensation Analyst prior to the work being performed for staff.

Total Amount – Enter the hours x the hourly rate.

Overtime Hours – Enter the overtime hours if applicable.

1.5 Hourly Rate – Enter the hourly rate x 1.5.

Total Amount - Enter the overtime hours x the overtime hourly rate.

Earnings Begin Date - The actual date on which the employee began work on the assignment for which payment is being made.

Earnings End Date - Enter the last day that was worked.

Grand Total – Enter the total amount to be paid to the employee

Note: The *Additional Pay Request* submitted for nonexempt employees must have a copy of the timesheet attached for the pay period(s) during which the additional pay was earned and a copy of the email approval from HR Compensation.

Complete the boxes within the *Exempt Staff, Faculty, and Graduate Student* section as appropriate.

Earnings Begin Date - The actual date on which the employee began work on the assignment for which payment is being made.

Earnings End Date - Enter the last day that was worked.

Earnings - enter the dollar figure to be paid to the employee for the month. Additional pay does not prorate based on the number of days. If this should be spread across multiple months, please note it in this section.

Additional Pay Distribution - List the account/s that will support this payment. Verify that the account and object of expense are open before submitting the form to payroll. The following list of object codes is valid for use with the *Additional Pay Request*:

0062 Kellogg Faculty only

0063 Faculty Additional Pay

0065 NMFF Members

0067 FSM Basic Science Faculty only

0101 Staff Additional Pay

0120 Student Regular Wages

Verify that the CUFS account being charged is valid and that the object code is open. To verify that object codes are open or to have object codes opened, please contact the Office of Sponsored Research (OSR) at 1-3003 or 3-7955 regarding sponsored project accounts. If the account is a non-sponsored project account (i.e. the CUFS fund number is less than 0600) call Budget at 1-7336. You can also view this in HRIS on the Account Balances panel.

Pay Period Start Date - Enter the first day of the pay period in which the payment is being made.

Pay Period Stop Date - Enter the last day of the pay period in which the payment is being made.

Nature of Service – Please be specific. This field needs to contain sufficient information so that a determination can be made regarding what type of work was performed.

More information regarding the *Additional Pay Request* is available from the Payroll Department at 1-7362, or visit the payroll web site at <http://www.northwestern.edu/hr/payroll>.