



NORTHWESTERN UNIVERSITY

Office of Human Resources – Compensation Division Memorandum on Addition Pay Policy Revisions

In response to an Internal Auditing review, the additional pay policy was revised to make it easier to read, enhance understanding, and to clarify and simplify the request and approval process.

Significant changes include:

- New Payroll Pay Codes to enhance reporting and tracking.
- New Additional Pay Request Form (please discard old forms).
- Elimination of the employee signature requirement.
- A pre-approval requirement before the commencement of any work activities.
- Hard copy submission to Payroll of Additional Pay Request Form with original signatures from two levels of school or department approvers along with the pre-approval documentation.

Pre-approval is required for certain types of payments to Northwestern University staff and faculty employees before the commencement of any work activities, prior to any communication to the employee, and before any payment commitment is made.

Compliance with the Additional Pay request and approval process will facilitate review and processing of the request. The following information provides additional clarification regarding the approval process.

Additional Pay to Faculty

Additional Pay must be approved by the Dean's Office or school designee before services commence. Two levels of approval from the school are required. The hard copy request form with original signatures must be submitted for payroll to process payment. Please refer to the Additional Pay Policy for more information on faculty additional pay.

Additional Pay to Staff

Temporary Assignment, Recognition Bonus, and Special Cash Award payments must have Office of Human Resources Compensation Division approval prior to the employee engaging in activities that would be compensated through additional pay. Exceptions are overtime payments to nonexempt employees and certain situation where a Special Cash Award is required due to unforeseen circumstances.



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Failure to obtain Human Resources approval prior to commencement of the work activity may result in delay or denial of payment. Payments that will come from sponsored projects will also require approval from the Office of Sponsored Research (OSR). In addition to Compensation Division approval and OSR approval when appropriate, two levels of approval from the school or department is required when submitting the approved additional pay request to payroll for payment processing.

When considering providing additional pay for Temporary Assignment, Recognition Bonus, and Special Cash Award, contact the Compensation Division to determine if the work activity is compensable under the Additional Pay policy. Compensation will work with the requesting organization to determine the appropriate amount and frequency of additional pay.

The Compensation Division will acknowledge approval and the terms of the Additional Pay via an authorizing email to the requestor. If OSR approval is required, the requestor should forward the Human Resources approval email with the supporting documentation. Payroll will accept the Office of Human Resources Compensation Division and OSR authorizing email as indication of payment approval. The hard copy of the Additional Pay Form with two levels of original signatures must be submitted to payroll along with written justification describing and supporting the request. The authorizing email from the Office of Human Resources and OSR should be attached to the original form. Payroll will issue payment if all documentation and signatures are in order.

If you have any questions please contact one of the following individuals:

Faculty Additional Pay

Laura Koepele-Tenges x1-7042

Staff Additional Pay

Christa Friedman x1-8578

Chris Gonzales x3-5831

Annette Czech x3-6632