

**NORTHWESTERN UNIVERSITY**  
**Human Resources Information System**  
*Instructions for Completing the Special Pay Request Form*

PURPOSE

**The Special Pay Request Form is used to request payments to employees who are not being paid by Northwestern University in any regular capacity and are not paid by the hour.**

If the employee is in a regular position at the University, extra payments must be processed on the Additional Pay Request Form. Use the Temporary Employee Time Sheet to pay all non-exempt (hourly) employees. Employees cannot be paid as independent contractors.

This type of payment does not require that a position be established in HRIS. It is used to make payment to those for whom an employee-employer relationship is established. An employee-employer relation is established when Northwestern University (NU) or an NU employee has control or has the right to control the manner in which the work is accomplished. The work being done must be exempt from the hourly provisions of the Fair Labor Standards Act.

Employees who are paid with the Special Pay Request must not work more than half a year in any continuous twelve month period. If they do work more than half a year in a twelve month period, they become eligible for employee benefits under ERISA laws.

Employees who are hired as temporary exempt employees must identify themselves and prove that they are eligible to work in the United States through the completion of the I-9 Form process. They must also complete the Personal Data Form. Withholding tax forms (W-4 and IL-W4) need not be completed; however, if such forms are not filed income tax withholding is computed using zero allowances and the single table. This will tax the employee at the highest possible rate.

INSTRUCTIONS

Please fill out the Special Pay Request Form completely.

**Period of Service** - Fill in the dates that the individual worked. Use the Temporary Payroll Time Sheets Schedule of Cut-Off Dates as a guide.

**Total Amount To Be Paid** - Enter the exact amount to be paid to the employee.

**NW Employee Distribution** - 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 Research and Sponsored Programs (ORSP) at 1-3003 in regards to grant accounts. If the account is a non-grant account (i.e. the CUFS fund number is less than 0600) call Budget at 1-7336.

**Number of Biweekly Pay Periods** - If a lump sum payment is made for work done over the course of more than one pay period, please fill in the Number of Biweekly Pay Periods box. This determines the proper tax exemptions to be used.

Special Pay Request Forms are to be used for a one-time payment to an individual. For every payment to be made to a person, a separate Special Pay Request Form must be completed.

Once the Special Pay Request Form has been completed and all signatures obtained, please forward the form to:

**Payroll Department**  
**720 University Place**  
**Evanston Campus**

The Special Pay Request must be received in the Payroll Department at least ten working days prior to the payroll run when it is to be paid.

More information regarding the Special Pay Request Form is available from the Payroll Department at 1-7362, or visit the HRIS website at [www.nwu.edu/hr/hris](http://www.nwu.edu/hr/hris).

# NORTHWESTERN UNIVERSITY

## Special Pay Request Form

### Job Data 1

Employee ID Number:  Employee Name:   
Enter name last name first

Employee Soc Sec No.:  Action:  New Hire  Rehire  Data Change

Effective Date:  Reason:

Department:  Job Code:

### Job Data 2

Pay Group:  Employee Type:

Standard Hours:  Holiday Schedule:

### Job Data 3

Comp Frequency:  Compensation Rate:

### NW Job Data

Appointment End Date:

Sched Pay Periods:  Annual FTE Salary:

### NW Empl Distribution

Percent	CUFS Account(s)--Fund-Area-Org	Sub Org	Object	Sub Obj
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0110"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0110"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0110"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0110"/>	<input type="text"/>

**Address 3**  Current Home Address   Permanent Home Address

Department   Bursar Evanston   Bursar Chicago

### Nature of Service

### Employee Certification and Signature

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

\_\_\_\_\_  
Employee Signature

### Approval(s)

I have consulted with HR Compensation Division verifying that this position is exempt from the overtime provisions of the Fair Labor Standards Act and the employment of this individual is in compliance with the University's policy on antinepoti and the Equal Employment Opportunity guideline:

\_\_\_\_\_  
Print Name of Person Completing Form      Date      Phone      \_\_\_\_\_  
Authorized Signature Approving Payment      Date      Phone

**(Must be printed on Light Green Paper)**