HAMLINE UNIVERSITY

SPECIAL PAYROLL PAYMENT FORM

(NOT TO BE USED FOR BASE PAY ADJUSTMENTS)

Purpose: This form is to be used for special one time or temporary recurring payroll payments**, not to exceed 3 months**, made to CURRENT faculty/staff (BENEFITS DO NOT APPLY), which are NOT considered part of an individual's base pay. This would include supplemental pay for services in the form of stipends, lump sum payments, or series of payments to be paid out for no more than 3 months, and other.

NOTE: This form should NOT be used for adjunct or honorarium payments.

EMPLOYEE Name:_____ **AMOUNT OF PAYMENT :**_____
Employee HU ID #: _____

✔ **Copy Sent to Employee (Recipient): Yes____(Supervisor must check before payment(s) is issued)**

TYPE OF PAYMENT:
Lump Sum___ Recurring Payments____ Effective Date:_____

If recurring, Number of Payments (Not to Exceed 3 mos):____Amount per Pay Period_____

STIPEND _____ OTHER_____

DEPARTMENT:_____ **Grant Name (if Applic)**_____

ACCOUNT # _____- _____- _____- _____ **FUNDING AVAILABLE:** Yes or No
Fund Org Acct Prog

PURPOSE FOR PAYMENT:
_____
_____

SIGNATURES REQUIRED FOR APPROVAL

_____
Budget Manager/Signing Authority Date

_____
Supervisor/Dept Head/Dean Date

_____
Provost or VP of Organization * Date

See back of form for more directions.

Note*: Provost/VP must approve when they are the direct supervisor or when payment exceeds $5,000. When completed and approved at the appropriate levels, the form should be copied and sent to recipient and to HR MS-C1904 for processing. **No letter will be generated from HR to recipient.**

For HR/Payroll Purposes Only
Second Position Code Needed:_____
Position Title:_____
Position Code:_____
Date Processed/Keyed:_____

HAMLINE UNIVERSITY

Special Payment Form for Employees Guidelines

Special Payment Form should be used for ONE TIME or Temporarily Recurring (No more than 3 months) Special Payments for employees. Payments are considered "Supplemental" and "Benefits" (i.e. RETIREMENT) does NOT apply. Higher federal tax rate does apply to employee.

- Stipends – Amount of supplemental pay is small and paid out within 3 months.
- Lump Sum Payments – A form of supplemental pay paid out within 3 months.

Special Payment Form should NOT be used for;

- Base Pay Adjustments (Promotional, Equity or Merit Increases) –Use staff or faculty change form
- Stipends to be paid out over a timeframe greater than 3 months - Use staff/faculty change form
- Adjuncts – Use school adjunct contract form
- Overload Pay – Use school adjunct contract form
- Overtime – Non-exempt employees to report on time card
- Retro-Active Salary Adjustments – New form to be created

Definitions:

Stipends/Lump Sum Payments – Used for work of a significantly higher level/scope or unrelated to employee's primary position that occurs on a single day or within a 3 month period of time. Payment requests should be submitted in a timely manner to Human Resources, who then submits to Payroll for inclusion into regularly scheduled paychecks. Compensation received for stipends or lump sum payments are considered "Supplemental" and as a result, NOT eligible for benefits.

Other – Other types of payments not included in Stipends/Lump Sum Payments. Payment would still be considered supplemental pay, thus not benefit eligible.