

For HR USE

Funding  
 Supplemental/Funding  
 Goal Balances Updated

(01/2007)

## KANSAS STATE UNIVERSITY Additional Pay

|                |         |       |
|----------------|---------|-------|
| Employee Name: | Emplid: | Rec # |
|----------------|---------|-------|

|                |                  |
|----------------|------------------|
| Department ID: | Department Name: |
| Position No:   | Position Pool:   |

|            |          |               |             |
|------------|----------|---------------|-------------|
| Eff. Date: | Earnings | Earn End Date | Goal Amount |
|------------|----------|---------------|-------------|

**Additional Pay: (Check appropriate earnings code below).**

| Earnings Code | Description <i>(Refer to Instructions for a more detailed explanation)</i>   |
|---------------|--|
| <b>CNT</b>    | Contractual Pay (Non-Budgeted Salary in addition to Budgeted Salary such as a Professorship).  |
| <b>OVL</b>    | Overload Payment (Additional Compensation for extra work above normal full-time duties.)<br><input type="checkbox"/> <b>Continuing Educ Course</b> <input type="checkbox"/> <b>Non-Continuing Educ Course</b> <input type="checkbox"/> <b>Other Reason</b> |
| <b>GTA</b>    | Graduate Teaching Assistant (Extra pay above GTA's regular salary)   |
| <b>STR</b>    | Graduate Research Assistant (Extra pay above GRA's regular salary)   |
| <b>QBP</b>    | Quality Bonus Payments (Used for Local Agencies only)  |
| <b>BON</b>    | Faculty Award Payments (Gross, Set Amount or Net Amounts – Please be specific). Indicate in the space below date check is needed along with distribution instructions for the check.   |

|   |
|---|
| <b>Additional Information/Reason for the Additional Pay (Required):</b> |
|---|

**Funding Information:** Updated by Departments in HRIS. (If additional pay earnings are to be funded separately, the funding must be established in the Dept. Budget Earnings page in HRIS. Actual benefits and taxes associated with the additional pay must be charged to the same funding source as the earnings.) NOTE: In HRIS do not use GTA or STR in the Dept. Budget Earnings page; fund using % of distribution. **INDICATE THE ADD PAY FUNDING ONLY**

| Project # | Project Name | Fund Source | Organization | Award (if applicable) | FTE | EOS Date* |
|-----------|--------------|-------------|--------------|-----------------------|-----|-----------|
|           |              |             |              |                       |     |           |
|           |              |             |              |                       |     |           |
|           |              |             |              |                       |     |           |

\*End of Source Date

|   |             |
|---|-------------|
| <b>Signature Authorization:</b>   |             |
| _____   | Date: _____ |
| Unit or Department Head   |             |
| _____   | Date: _____ |
| Dean  |             |
| _____   | Date: _____ |
| Dean of Continuing Education <b>(Required for Continuing Education Courses)</b> |             |
| _____   | Date: _____ |
| Provost or Vice-President <b>(Required for ALL Add Pays)</b>                    |             |

**If employee is currently not active, an Appointment Form (PER 38) must be completed to hire or rehire in place of the Additional Pay form.**

**Classified employees and Graduate Assistants are not eligible for Additional Pay.**

**Instructions for Completing Additional Pay Form**

**Employee Name:** Name of employee receiving Additional Pay (*required*)

**Emplid:** Employee ID number (*required*)

**Rec #:** Employment Record number of employee's Job record (**In most cases Rec # = 0**)

*The information below pertains to the employee's regular, full time appointment*

**Department ID:** Department Number of employee

**Department Name:** Name of employee's department

**Position Pool ID:** Position Pool ID if applicable

**Position Number:** Position number of employee (*required*)

**Effective Date:** Date Additional Pay is to begin (*Must be at beginning of pay period.*) (*required*)

**Earnings:** Dollar amount per biweekly pay period (*required*)

**Earn End Date:** Date Additional Pay will end (*required*)

**Goal Amount:** Total amount of Additional Pay to be paid over two or more pay periods (*optional*)

**Additional Pay Earnings Code:** – 1.) Place a checkmark or "X" next to the appropriate earnings code (*required*)

2.) The majority of Faculty Add Pays are Overloads 3.) For Overload Payments place a checkmark or "X" in the appropriate category: Continuing Educ Course; Non-Continuing Educ Course; or Other Reason.

| Add Pay Earnings Code | Earnings Code Descriptions   |
|-----------------------|--|
| CNT                   | Contractual Pay (Non-Budgeted Salary in addition to Budgeted Salary such as a Professorship). Note: Per OMB Circular A-21, Section J, 10, d, (1), "Charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member's regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of his or her salary. Charges for work performed on sponsored agreements during all or any portion of such period are allowable at the base salary rate. In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the proportionate share of the base-salary for the period"; therefore, add pays cannot be paid from a sponsored agreement.   |
| OVL                   | Overload Payment (Additional Compensation for extra work above normal full-time duties.) Normally limited to <u>ten</u> consecutive pay periods. Payments may be made from any funding source, but must be approved by the Dean of the College. In addition, approval by the Dean of Continuing Education is required for all Continuing Education overloads ( <b>Continuing Educ Course</b> ). A copy of the Continuing Education electronically routed overload approval must accompany this additional pay form in lieu of routing this form for signature. Non-Continuing Education overloads ( <b>Non-continuing Educ Course</b> ) require the approval of the Provost. Overloads for ( <b>Other Reasons</b> ) require approval of the Provost or Vice President whichever is appropriate. Overloads cannot be paid from a sponsored agreement (see CNT above). |
| GTA                   | Graduate Teaching Assistant - GTA (Extra pay above GTA's regular salary; usually in the form of an award or outstanding achievement.) *  |
| STR                   | Graduate Research Assistant - GRA (Extra pay above GRA's regular salary; usually in the form of an award or outstanding achievement.) *  |
| QBP                   | Quality Bonus Payments (Used for Local Agencies only)  |
| BON                   | Faculty Award Payments (See <a href="http://www.k-state.edu/hr/ped/faculty-award-payments.html">http://www.k-state.edu/hr/ped/faculty-award-payments.html</a> Faculty Award Payments for further instructions)   |

**\* Note: Payment for additional duties must be made by increasing the FTE of the GTA or GRA appointment or by appointing the GTA or GRA to a concurrent hourly student position.**

**Additional Information:** A detailed explanation regarding the additional pay is required with appropriate documentation attached.

**Funding Information:** Funding information is for Departmental use. Payroll staff is available to assist with updating funding when necessary.

**Signature Authorization:** Obtain appropriate signatures as required. All additional payments require the approval of the Provost.