

ADDITIONAL/ONE TIME PAY FORM – NON FACULTY

Has the individual been paid as an Employee of the University during the past 12 months? Yes No

Section 1 – Payment Information

EMPLID: _____ EMPLOYEE RCD: ____ JOBCODE: _____ POSITION # _____
 NAME: _____ Is Employee a US Citizen? Yes No
 First Middle Last
 POSITION TITLE: _____ ACCOUNT CODE: _____
 DEPARTMENT ID: _____ PHONE: _____
 CONTACT: _____ CONTACT EMAIL: _____

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**Additional Documentation Required*

BEGIN DATE: ____ / ____ / ____ END DATE: ____ / ____ / ____
 MM DD YY MM DD YY

Section 2 – Additional/One Time Pay

Indicate reason for which payment is due:

EARNINGS DESCRIPTION:	EARNINGS CODE	AMOUNT:	GOAL AMOUNT:
Certification/Licensure Pay - Salaried	LIC	_____	_____
DRS State A+ Award - Salaried	175	_____	_____
Field Officer Training Pay - Salaried	FTP	_____	_____
Lump Sum in Lieu of Raise* - Salaried	LSM	_____	_____
Performance Bonus - Salaried	PER	_____	_____
Shift Regular Duty 5% - Salaried	SF5	_____	_____
Shift Regular Duty 10% - Salaried	SF1	_____	_____
Temporary Duties Pay -Salaried	TMP	_____	_____
Certified Public Manager Program - OPS	CPM	_____	_____
DRS Supplement Hourly - OPS	DR2	_____	_____
Graduation - OPS	GRD	_____	_____
Instruction Preparation - OPS	INP	_____	_____
Lab Preparation - OPS	LAB	_____	_____
Clinical Services Non-Instruction	CSV	_____	_____
Non Clinical Instruction - OPS Research	NCI	_____	_____
Preparation - OPS	RSP	_____	_____
Test Proctor - OPS	TST	_____	_____
Awd Superior Accom AP/FAC*	AMF	_____	_____
Cash Award-All Sal Plans*	AOP	_____	_____
Non-Cash Award-All Sal Plans*	ANC	_____	_____
4% Additive for Crime Intelligence Officers	CIO	_____	_____
Sea Captain Pay	SEA	_____	_____
Other – As approved by EDM	_____	_____	_____

OPS One-Time Pays are to be used for occasional or sporadic employment, which means infrequent, irregular or occurring in scattered instances. The occasional or sporadic assignment must not be within the same general occupational category as the employee's regular work or performed during regular work hours.

For accurate FACET reporting, one-time pays must be paid on a payroll that is fully encompassed within the academic term for which the service is provided.

Section 3 – Approval Signatures

Principal Investigator & Date

Dean/Director/Department Head & Date

Vice President & Date

Date Completed: