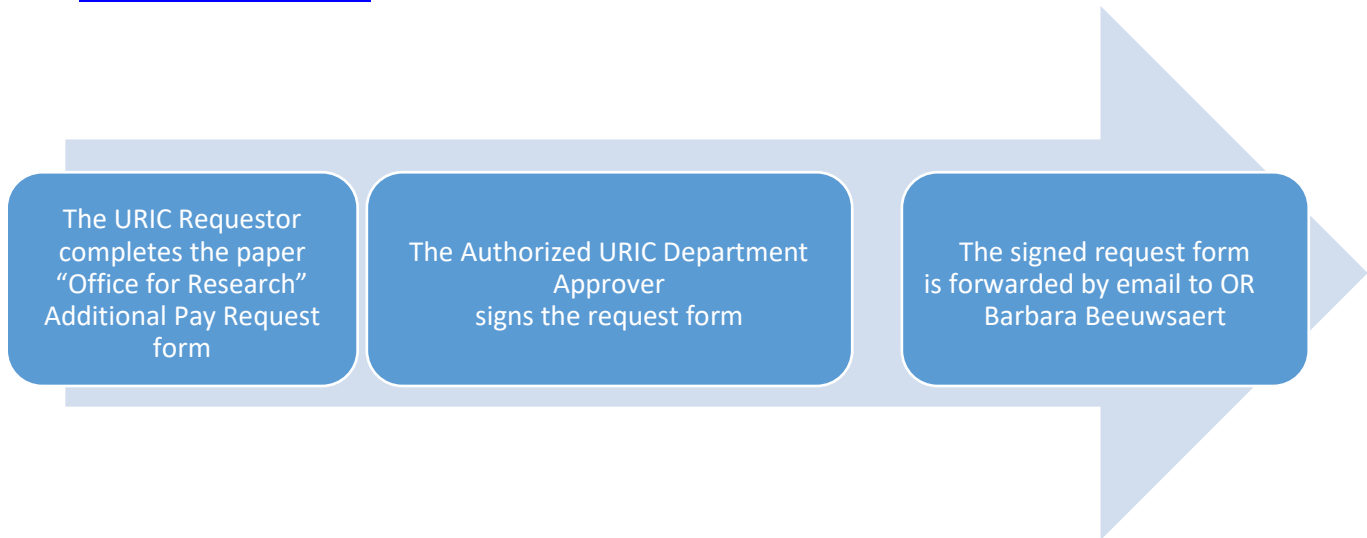


ADDITIONAL PAY for Office for Research, University Research Centers and institutes

University Research Centers submits [Additional Pay Request Form](#) via email to [Barbara Beeuwsaert](#)

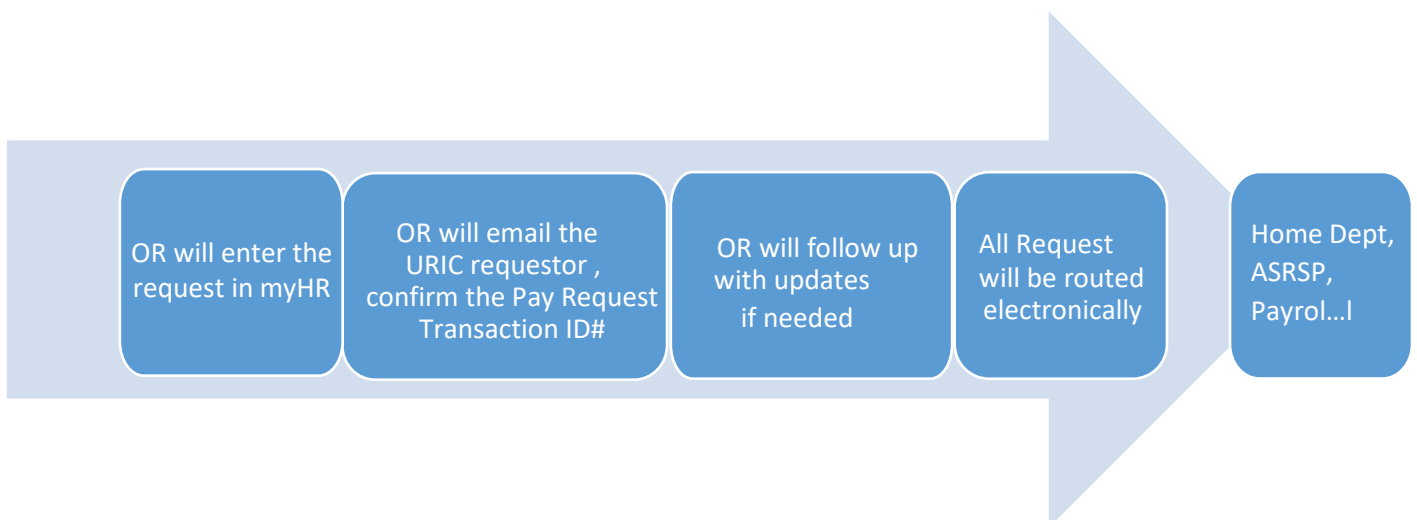


The online Additional Pay process has updated the workflow and approvals to support the University Position Management Initiative.

Additional Pay Approval will be routed via electronic Workflow

Based on the employee status and source of funding, additional pay requests will be routed electronically to:




- The Home Department
- ASRPS
- The Graduate School
- The Approval Committee: Additional Pay requests for *staff members* will be routed to the Position Approval Committee for final review. Additional Pay for faculty, students, tuition reimbursement, mobile allowance reimbursement, childcare support, research subject fees, housing supplements, and relocation will not require committee approval.
- HR/Payroll



Processing updates:

- All additional pay request must be pre-approved.
- Dates cannot span more than 12 months (for monthly employees/grad students) or 6 months (for biweekly employees).
- Additional pay request (for Faculty, Staff and Graduate Student) paid from nonsponsored chartstrings may be entered with a future Service End Date.
- Additional pay request (for Faculty, Staff and Graduate Student) paid from sponsored chartstrings can only be recorded in myHR after the work has been completed.
- The [NEX Additional Pay Job Guide for Administrators](#) outlines the four key areas of paying non-exempt employees for additional work performed. Use the [Nonexempt/ NEX Pay Calculator](#) to determine the additional pay request amount.
- Payments for Research Subject Fees (account code 60105) no longer require Home Department, OSR, or ASRSP approval in myHR. A Sponsored Justification Form is not required when providing Research Subject Fees from a sponsored account.
- Special pay requests cannot be submitted with the online process. (The [Special Pay Request Form](#) is used to provide specific, pre-approved payments to individuals who are not currently active, paid status.)

The following forms may be required for Additional Pay requests:

- **Sponsored Justification Form**  - for any request with sponsored funding.
- **Graduate Student Permission to Work Request Form**  - for some graduate student requests, only needed if the payment exceeds any of these three thresholds:
 - Work is more than 10 hours/week
 - Payment is more than \$600
 - Service is or more than one month.
- **90-Day Justification Memo** - for requests over 90 days retroactive with sponsored funding.