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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee’s Home Department Enters the Additional Pay ePAR into HCM. If the home department does not have access, the request should be submitted to HR via hrhelp@uccs.edu. | | | | | | | | | | | | |
| Today’s Date: | | |  | | | **Pay Period End Date:** | | | | |  | |
| Total Additional Pay Amount: | | |  | | | | | | | | | |
|  | | | Gross (Before taxes)  Net (after taxes/deductions) | | | | | | | | | |
| Employee Name: |  | | | | | | **Employee ID:** | | | |  | |
| Job Code: |  | | | | **Job Code Description:** | | | | |  | | |
| Department #: |  | | | | **Department Name:** | | | |  | | | |
| Pay Frequency: | Monthly  Bi-Weekly | | | | | | | | | | | |
| Earnings Code: | | **Amount:** | | **Speedtype** | | | | **Position #** | | | | **Job Record #** |
|  | |  | |  | | | |  | | | |  |
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| --- | --- |
| Reason: |  |
| Is any portion of the employee’s salary on a Fund 30/31 or 22/32? | Yes  No |
| Is proposed additional pay funded by a Fund 30/31 or 22/32? | Yes  No |
| Grant Sponsoring Agency\*: |  |
| **Route to Director of SPA if any portion of employee’s salary or requested additional pay is on Fund 30/31 or 22/32. If unsure of the employee’s Speed Type, please consult with the financial administrator for the department.** | |

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| --- | --- | --- |
|  | **Signature (for use with Adobe Sign)** | |
| **Initiator Approver:** | **Email Address:** |  |
| **Grant Approver (Director SPA):** | **Email Address:** |  |
| **Employee:** | **Email Address:** |  |

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| --- | --- | --- |
| **Authorization for Additional Pay (workflow for electronic signatures):** | | |
| **Home Supervisor** | **Email Address** |  |
| **Other Dept Supervisor** | **Email Address** |  |
| **Home Dean/Director/VC** | **Email Address** |  |
| **Other Dean/Director/VC** | **Email Address** |  |
| **Initiator: Please attach completed & approved form to ePAR in HCM. HR will approve additional pay.** | | |

**Instructions:** The Additional Pay Form authorizes additional payments beyond the employee's regular pay. To process through Payroll (and not the PSC), the employee must have an active appointment for the earnings dates in which the services were performed. The Additional Pay Form must be sent to the appropriate authorities for signatures based on campus HR requirements.

1. The initiator completes the form with the employee's information of his/her current job appointment.
2. The initiator enters all names and routes the form for electronic signatures using Adobe Sign.
3. Once all required signatures have been obtained, the HR Business Partner in the employee's home department will enter the payment into CU Time. Please refer to the Payroll Calendar for deadlines. HR will approve all transactions.

Please note: Earnings Codes marked with an asterisk will be taxed at the SUPPLEMENTAL TAX RATE: 22% Federal 4.63% Colorado plus 1.45% Medicare and 6.2% OASDI. Earnings codes not marked with an asterisk will be taxed at the W-4 Rate.

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| **Earning Codes** | | | | | | |
| **Earning Code** | **Description** | **Eligible Employee Types** | **401A Eligible** | **PERA Eligible** | **Optional Savings Plan Eligible (401K, 403B, 457)** | **Appropriate Use** |
| ADP | Add'l Pay ‐ Student  / Med Res | Students, Medical residents | N/A | N/A | Yes | Additional pay due to student employee or medical resident |
| APF\* | Additional pay flat amount | Faculty, Classified, University | Yes | Yes | Yes | To be used for additional pay of a flat amount for additional work or services. Payment request for classified staff should be referred to HR. Documentation is required. |
| AWR\* | Awards – Taxable | All | No | No | Yes | Recognition/award programs must be pre‐approved by appropriate campus entities (HR, Provost, VC, Org Principal) in accordance with PSC Procedural Statement: Recognition and Training. |
| BON\* | Bonus | Classified, University, Faculty | No | No | Yes | Pay employee bonuses. Additional documentation is required. |
| CRI | Cash payment retirement incentive | Faculty, University Staff | No | No | No | Early retirement incentive program. Cash balance payment. |
| DPD | Discretionary pay differential | Classified staff | Yes | Yes | Yes | To be used to pay temporary/discretionary pay differentials. Additional documentation is required. |
| HN1 | Honorarium – One time | Classified, University, Faculty | Yes | Yes | Yes | Payment to a professional person for services for which fees are not legally or traditionally required |
| INC\* | Incentive pay | University, Faculty | Yes | Yes | Yes | Additional documentation required |
| LEG | Legal settlement | All | Yes | Yes | Yes | Job code series 1100 and 1200 only, with UPI approval |
| LSA\* | Legal settlement, no retirement | All | No | No | No | Legal settlement, not 401A or PERA eligible |
| MVA | Imputed income tax for moving expenses paid by purchase order or P Card | Faculty, University | No | No | No | Increases taxable grosses for FICA, federal and state income. Process in on-cycle or with a high MVT. Can be divided over multiple paychecks. |
| MVT\* | Moving expense – Taxable | Faculty, University | No | No | No | Payment for taxable moving expense reimbursement and moving expense flat allowance |
| PPO | Pay for Performance/Achievement Pay | Classified Staff | Yes | Yes | Yes | Used to issue performance-based achievement play for classified staff. HR approval required. |
| REC\* | Recruitment Incentive | University, Faculty | No | No | Yes | Used for recruitment incentives; Must be documented in offer letter |
| REF\* | Referral Award | Classified staff | No | No | No | Additional documentation required |
| SEV\* | Severance | University, Faculty | No | No | No | Used to issue severance pay |
| SP1 | Stipend – One Time | Students | No | No | Yes | Use is restricted. Do not use to pay for services performed. HR approval required. |
| TPD | Temporary pay differential | University, Classified | Yes | Yes | Yes | One-time, lump sum payment. Additional documentation required. |
| UOC\* | UPI On-Call incentive | Faculty | Yes | Yes | Yes | To pay UPI on-call incentive amounts. 1100/1200 series only |
| UPI\* | UPI incentive payment | Faculty, Officer, University | Yes | Yes | Yes | To make a payment to an employee that is provided by UPI (University Physicians, Inc.). Additional documentation is required. |

Please note: Earnings Codes marked with an asterisk will be taxed at the SUPPLEMENTAL TAX RATE: 22% Federal 4.63% Colorado plus 1.45% Medicare and 6.2% OASDI. Earnings codes not marked with an asterisk will be taxed at the W-4 Rate.