



University of Notre Dame
HR/Payroll
Form Instructions

Faculty/Post Doc/Staff Additional Pay for Services Form

Who uses this form: Person in each department responsible for requesting additional pay for current Notre Dame staff employees. This form is to be used to request pay **for services only**. **This form cannot be used to request one-time pay for Notre Dame student employees.**

How is this form used: To pay a staff employee an amount in addition to his/her standard pay. This could be for a signing bonus, performance bonus, or staff stipend from the employing department. It could also be for work performed outside of the scope of the employee's regular job (i.e. a Human Resources staff member who referees tennis matches for the University.) This form is to be used for payment for **services** only. Do not use this form for a non-service related reason, such as royalties or payments to reimburse employees for work related expenses.

Instructions:

1. Name: Fill in employee's full name
2. Net ID or ndID: Fill in employees net id or ndID (ndID is the nine digit number located on the back of the Notre Dame ID cards)
3. Position Number: Fill in the employee's position number. The position number is found on the department's position inventory reports. Please ensure the proper position number is used in the case of an employee with multiple positions. If you are unable to determine the position number needed, contact the Office of Budget and Planning at 631-9137 for assistance.
4. Position Title: Fill in the employee's position title.
5. Employing Department Name: Fill in the name of the department employing the individual. This will be the name associated with the Employing Department Organization Number.
6. Employing Department Organization #: Fill in the Organization Number (the "O" in FOAPAL) associated with the employing department. This may not necessarily be the Organization number used in the FOAPAL for the labor distribution. For example, if an employee in Physics is being charged to a federal grant, the FOAPAL labor distribution will reflect the grant being charged, but the Employing Department Name will be Physics and the Employing Organization Number will be the Physics Organization Number, not the grant's Organization Number.
7. Services Provided:
 - a. Reason for Payment or Description of Services Provided: Fill in the reason for the payment or a description of the services for which the employee is receiving the additional pay.

- b. Approximate Number of Hours Worked (if applicable): If the additional pay for the employee relates to a specific number of hours worked, fill in the number of hours.
8. Amount of Pay and Labor Distribution: Fill in the FOAPAL(s) the employee's additional pay will be charged to. The additional pay should be listed as a lump sum, NOT as an hourly rate. If the additional pay is charged to more than one FOAPAL, list the amount to be charged to each. The account code used in each FOAPAL combination MUST be a labor account. The percentages will calculate automatically, as will the totals for the box. Please note that percentage is a required field, and the percentage must be carried out to two decimal places (i.e. 19.25%) in order for amounts to be charged correctly.
 - a. For Department Use Only: This field is available for department use (generally for initials of a Principal Investigator in the case of a salary charged to a grant. Longer notes should be written in the comments field.)
9. If Labor Distribution includes a restricted account (a fund number starting with a "2" or a "3"): If your labor distribution includes a restricted account, fill in the name of the RSPA (Research and Sponsored Programs Accounting) Accountant assigned to that restricted account. If you do not know which Accountant has been assigned to that restricted account, contact RSPA for assistance.
10. Comments: Fill in additional comments, if necessary.
11. Approvals: The signatures of the department requester and Budget Administrator are required.
12. Routing:

For Staff Employee request, email form to Addpay@nd.edu for staff.

If a faculty member is receiving an additional pay from their Home Dept. it is processed directly through the Faculty Jobs application, Provost approval is not required. If the faculty member is receiving an additional pay from outside their home department, the submitting department should send the form to the Dean's Office of the faculty member's home department for processing.

The process for requesting a Post Doc Additional Pay for Services is unchanged. The paper Additional Pay form is to be submitted to the Office for Postdoctoral Scholars, 502 Main Building for Non-Faculty Research Positions. Forms should not be sent directly to Payroll.

13. For Human Resources Use Only: This section is not used by the department.