“Do it right first; don’t ask for forgiveness later.”
<table>
<thead>
<tr>
<th>FULL-TIME AND PART-TIME FACULTY</th>
<th>Earnings Code</th>
<th>Comments/Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant additional work outside of normal work responsibilities.</td>
<td></td>
<td><strong>APF</strong>  The Regents Faculty Compensation Policy governs faculty pay, and additional pay (other than for approved CME activities, incentive payments, and on-call pay) is RARE and only available in very limited, extraordinary circumstances. Additional pay for teaching at other Schools (not SOM) and campuses available; additional pay not available for teaching on Downtown Denver Campus (salary offset).</td>
</tr>
<tr>
<td>Incentive Pay</td>
<td>INC</td>
<td>UPI approval required before SOM approval.</td>
</tr>
<tr>
<td>On-call Pay</td>
<td>UOC</td>
<td>• To be used for additional pay linked to a contract. • UPI approval required before SOM approval.</td>
</tr>
<tr>
<td>Recruitment incentive</td>
<td>REC</td>
<td>Attach fully signed LGO to APF. Usually processed within 60 days of hire.</td>
</tr>
<tr>
<td>CME Course</td>
<td>APF</td>
<td>Additional pay only available if course was pre-approved for CME credit by the SOM Continuing Medical Education Office.</td>
</tr>
<tr>
<td>Moving expense reimbursement</td>
<td></td>
<td>Process as APF/Hand-drawn. Additional information available soon on Finance website.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>DEPT - DFA or Chair</td>
<td>SOM - Cheryl Welch</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>FULL-TIME AND PART-TIME FACULTY</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Significant additional work outside of normal work responsibilities.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Incentive Pay</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>On-call Pay</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Recruitment incentive</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>CME Course</td>
<td>✓</td>
<td>✓ (Needs approval by Pam Welker, CME Office)</td>
</tr>
<tr>
<td>Moving expense reimbursement</td>
<td>✓</td>
<td>✓ (Finance approves after SOM.)</td>
</tr>
</tbody>
</table>
### University of Colorado School of Medicine
### Additional Pay Process
### (PRAs, Faculty, University Staff)

<table>
<thead>
<tr>
<th>Approvals Needed</th>
<th>Earnings Code</th>
<th>Comments/Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPT - DFA or Chair</strong></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>SOM - Cheryl Welch</strong></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>SOM - Chris Scanlan</strong></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>UPI</strong></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>HR - Loan La</strong></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**UNIVERSITY STAFF (EXEMPT PROFESSIONAL)**

<table>
<thead>
<tr>
<th>Item</th>
<th>DEPT - DFA or Chair</th>
<th>SOM - Cheryl Welch</th>
<th>SOM - Chris Scanlan</th>
<th>UPI</th>
<th>HR - Loan La</th>
<th>Earnings Code</th>
<th>Comments/Exceptions</th>
</tr>
</thead>
</table>
| Moving expense reimbursement | ✓ | ✓ (Finance approves after SOM) | ✓ | ✓ | MVN/MVT | • Process as APF/Hand-drawn. Additional information available soon on Finance website.  
• All other special needs for additional pay for University Staff, contact Chris Scanlan. |
## Additional Pay Form

Instructions for this form are available on the second page.

Submit this form to offcycle_pos@cs.edu

**Should this Additional Pay amount be processed on a Handdrawn Warrant?**

- [ ] NO
- [ ] YES

Employee's Home department enters the Additional Pay amount into HRMS Time Collection.

**Batch # Required:**

**PAY WILL BE DIRECT DEPOSITED.**

The exception will be an award to be presented during a ceremony, which can be distributed to the appropriate campus. Please direct any questions to Brian O'Keefe, Payroll Services.

- [ ] N/A
- [ ] direct deposit

PLEASE NOTE: All taxes must be completed or form may be returned to the initiating department.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Period End Date</th>
<th>Batch #</th>
<th>Total Additional Pay</th>
<th>GRADES (before taxes/deductions)</th>
<th>NET (after taxes/deductions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**Employee ID:**

010000

**Employee Name:**

Joe Smith

**Employee Email Address:**

j.smith@ucdenver.edu

**Employee ID:**

010000

**Employee Email Address:**

j.smith@ucdenver.edu

**Job Code:**

1210

**Job Code Description:**

Sr. Professional Research Assistant

**Department:**

22XXXX

**Department Name:**

Department of Medicine

**Reasons/Justification for payment/make payments of pay:**

Sr. FRA performed work on the "Super Important Project," which was outside of his normal work responsibilities. This work was performed during the month of October, 2013.

**Initiating Department Contact:**

Jane Doe

**Initiating Dept. Contact Signature:**

Jane Doe@ucdenver.edu

**Phone #:**

(303) 745-6000

**Employee Signature:**

Required for APAP/CFO to verify that additional work has been completed.

**Date:**

**Send to Employee:**

**Initiating Department/Superior authorizing work:**

Bill Jones

**Send to Initiating Dept.:**

Bill Jones@ucdenver.edu

**Approval:**

**Approving Dean, Director or designee name:**

Cheryl Weck

**Signature Required for work done within home dept.:**

10/21/13

**Send for Approval:**

**Approving Director/Dean, or designee:**

Cheryl Weck@ucdenver.edu

**Send for Approval: HR of Finance Authority:**

Lois La@ucdenver.edu

**Send to Contracts/Grants:**

**Signature Required for work done with home dept.:**

**Date:**
**Handdrawn Warrant Request**

**Instructions**
1. All appropriate changes must be made and approved in HRMS before a handdrawn warrant will be processed.
2. Incomplete forms will not be processed.
3. Submit this completed form to offcycle_pbs@cu.edu using the button below.
4. If you have supporting documentation, please scan and attach it to the email generated from routing below for approver review.
5. PBS will notify the requester when the Handdrawn Warrant has been processed.

**Employee Information**
- **Employee Name:** Smith, Sam
- **Employee ID:** 09999999
- **Pay Group:** Monthly
- **Campus:** UCB
- **Department Name:** School of Medicine
- **End Date:** 10/31/13

**Payment Type & Amount**
- **Hourly or Salaried Payment:** Hourly
- **Amount Due:** $2,000.00

**Reason for Handdrawn Request:**
1. Late paperwork
2. Deduction in error
3. Involuntary Separation
4. Mixed time collection deadline
5. Mixed approval deadline
6. Leave payout at separation
7. Paycheck advice - release
8. Leave paycheck at separation
9. Other (comment required)

**Warrant Distribution**
- **Bus: 111111 Chris Scanlan**
- **Bus: 111111 Christine Scanlan**

**Requestor**
- **Requestor Email ID:** 111111
- **Requestor Name:** Chris Scanlan
- **Requestor Contact Phone:** (303) 724-5366

**Approval Signature**
- **Approver Empl ID:**
- **Approver Name:**
- **Approver Email:**

**Submit form to PBS**
Handdrawn Warrant Requests versus Additional Pay Forms

Since the Additional Pay Form includes a box to request a check instead of a time collection entry the Handdrawn Request form has limited uses.

- The Handdrawn Request Form is used when an appointment was entered in HRMS after the payroll cutoff, for vacation and sick leave payout and for late student employee pay (missed time collection).
- In most cases, it is not necessary for the Dean’s Office to sign the Handdrawn Request Form. It can be signed by the Payroll Liaison and the Director of Finance and Administration or other designated departmental approving authority.
  - In departments where the Payroll Liaison is also the DFA, the Dean’s Office is the Department Approving Authority.
- When processing a Handdrawn Warrant Request for termination payout (VCT, SCK), the Leave at Separation Pay Form must be reviewed and approved by Loan La and attached to the Handdrawn Warrant upon submission to Employee Services. The Handdrawn Request cannot be used to pay Incentive or On Call in the event a batch it is not entered into time collection prior to the payroll cutoff. **In this instance, use the APF, choose YES for a Handdrawn Warrant and submit to UPI for initial approval.** UPI will forward the APF to the Dean’s Office for approval and then forward to HR for approval and processing.
Questions???

**Faculty and PRA additional pay:**
Contact Cheryl Welch ([Cheryl.welch@ucdenver.edu](mailto:Cheryl.welch@ucdenver.edu)); 303-724-5356

**UOC, INC, MVT, Hand-drawns and additional pay for University Staff:**
Contact Christ Scanlan ([Chris.Scanlan@ucdenver.edu](mailto:Chris.Scanlan@ucdenver.edu)); 303-724-5366