



University of Colorado

Additional Pay Form

Instructions for this form are available on the following page

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

NO – Employee's home department enters the Additional Pay amount into HRMS Time Collection

YES – Submit the completed and signed Additional Pay form to PBS for processing. **DO NOT enter this payment information into HRMS Time Collection.**

Specify one of the following distribution options for the Handdrawn Warrant:

Mail
 UCB Bursar
 UCCS HR Office
 UCD-DDC Bursar
 UCD-AMC Bursar

Please Note: All boxes must be completed or form may be returned to the initiating department.

Pay Period End Date:	Batch ID:	Total Additional Pay Amount:	<input checked="" type="radio"/> Gross (before taxes/deductions) <input type="radio"/> Net (after taxes/deductions)
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Employee ID:	Employee Name:
Job Code:	Job Code Description:
Department #:	Department Name:
Is employee's permanent appointment full or part time?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Pay Group: <input type="checkbox"/> Monthly <input type="checkbox"/> Biweekly

Earnings Code	Amount	Speedtype	Position #	Job Record #
APF		61087578		

Reason/ Justification for payment/ dates of service for this payment/ rate of pay:

Reminder - this form is not to be used for retroactive payment to an employee, or to pay additional salary amounts. HRMS appointment must be active during stated period of service (pay period end date) for the payment to be processed.

Stipend for completing required Maymester Workshop on Friday, February 5, 2010 and completing a syllabus to teach a Maymester course May 18 - June 4, 2010.

EMPLOYEE SIGNATURE (Required for APF to certify that additional work has been completed):	Date:	
Initiating Department/ Supervisor authorizing work:	Required authorization signature:	Date:
Initiating Department Contact:	Email:	Phone #:

Approvals:

PRINT Approving Dean, Director or designee name:	Required signature:	Phone #:	Date:
PRINT Approving Chancellor/ Vice Chancellor or designee:	Required signature:	Phone #:	Date:
PRINT Approving Human Resources or Finance authority:	Required signature:	Phone #:	Date:
PRINT Grants & Contracts Approval (Restricted FOPPS Only)	Signature:	Phone #:	Date:
PRINT Home department/ campus contact name*:	Signature:	Phone #:	Date:
PRINT Home department supervisor/appointing authority*:	Signature:	Phone #:	Date:

**If payment is not being made by employee's home department/ campus, then the payment must be approved by the home department/campus.*



University of Colorado

Additional Pay Form

This form is completed by the department/unit to obtain approval for additional pay due to an employee that is not a component of the employee's ongoing salary amount. The payment may be processed either by entering the information into HRMS Time Collection or by requesting a Handdrawn Warrant. The Additional Pay form must be sent to the appropriate approval authorities for signatures based on the campus specific process for each personnel group. For additional guidance on when this type of pay is appropriate to process for an employee, please refer to the PBS Procedures Guide, Additional Pay (formerly One Time Payment) section at <https://www.cu.edu/pbs/proceduresguide/1.2.04.html>.

If the information provided and approved on the form does not match what is entered into HRMS Time Collection, the entry will not be approved or processed. *(Processing note: If a specified "Net" amount is selected, the Additional Payment may ONLY be processed through a Handdrawn Warrant Request.)*

One Time Payment Earnings Codes

Earnings Code	Description	Eligible Employees	Use
ADP	Add'l Pay – Student / Med Res	Students, Medical Residents	Additional pay due to student employee or medical resident
ALW	Allowances - Uniform	Classified Staff	Payment of allowances (uniforms, tools, etc.). Used by Procurement Service Center only.
APF	Additional Pay Flat Amount	Classified Staff, Officer/Exempt Prof, Faculty	To be used for additional pay of a flat amount for additional work or services. Payment requests for classified staff should be referred to HR. Documentation is required.
AWR	Awards - Taxable	All	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 Staff, Officer/Exempt Prof, Faculty	Pay employee bonuses. Additional documentation is required.
DPD	Discretionary Pay Differential	Classified Staff	To be used to pay temporary / discretionary pay differentials. Additional documentation is required.
HN1	Honorarium - One Time Payment	Classified Staff, Officer/Exempt Prof, Faculty	A payment given to a professional person for services for which fees are not legally or traditionally required.
INC	Incentive Pay	Officer/Exempt Prof, Faculty	Additional documentation is required with this request.
LEG	UPI Med Legal	Faculty	Job code series 1100 and 1200 only, with UPI approval.
MVN	Moving Expense - Non Taxable	Officer/Exempt Prof, Faculty	To be used to process non-taxable moving expense reimbursement.
MVT	Moving Expense - Taxable	Officer/Exempt Prof, Faculty	Payment for taxable moving expense reimbursement.
PPN	Pay for Performance / Non-Base Building Award	Classified Staff	<u>MUST REQUEST HANDDRAWN WARRANT - not available in Time Collection.</u> Salary Survey Increase amount that was not added to base, because employee is at pay range maximum.
PPO	Pay for Performance / Achievement Pay	Classified Staff	To be used to issue performance-based achievement pay for classified staff. Human Resources approval is required.
REC	Recruitment Incentive	Officer/Exempt Prof, Faculty	To pay recruitment incentive amounts – must be documented in offer letter.
REF	Referral Award	Classified Staff	Additional documentation is required for this request.
RIN	Retirement Incentive	Classified Staff	<u>MUST REQUEST HANDDRAWN WARRANT - not available in Time Collection</u>
SEV	Severance	Classified Staff, Officer/Exempt Prof	<u>MUST REQUEST HANDDRAWN WARRANT - not available in Time Collection</u>
SP1	Stipend - One Time Payment	Students	Use is restricted. Do not use to pay for services performed (to use this earn type no services can be required of the employee). Check with faculty affairs, academic affairs, or dean's office for appropriate use.
UOC	UPI On-Call Incentive	Faculty	To pay UPI on-call incentive amounts, limited to job code series 1100 and 1200 only.