

WAGNER COLLEGE

ADDITIONAL PAY REQUEST FORM

EMPLOYEE INFORMATION

Name: _____ ID. No: _____
(Please print) (Provide whenever possible)

Home Address: _____

SS#: XXX-XX-_____
(Write only the last 4 digits)

POSITION INFORMATION

Department/Event: _____
(For whom the employee is providing the service)

Job/Service: _____
(Job/service that employee is performing – be specific)

PAYMENT INFORMATION

Requested by: _____
(Please print – Name of person we could call if there are any questions)

Funding Options: Restricted/Grant (Grant or Restricted Account Funds) Operations (Department Budget)

Account to Charge: _____
(Include Fund-Function-Object-Project - Must be a payroll account)

Account to Transfer Funds from: _____
(If funds being used are budgeted for in a non-payroll line, write account number here)

Start Date: _____ End Date: _____

Rate of Pay: _____
(Indicate whether hourly/weekly/monthly/total sum)

Special Payment Instructions: _____

APPROVAL SIGNATURES:

Supervisor _____ Date: _____

CFO/Director of Budget _____ Date: _____

Human Resources _____ Date: _____

Vice President _____ Date: _____

****Return completed AND signed form to the Office of Human Resources****

See instructions on other side →

Additional Payroll Policy

The additional pay policy provides College departments with an authorized method to provide an employee with additional compensation beyond their normal regular pay, under identified and approved special circumstances and conditions.

Additional Pay Eligibility

Only current active Wagner College Employees (Exempt staff, Nonexempt staff, Faculty, and Graduate Assistants) are eligible for additional pay. There are few exceptions for Undergraduate Students receiving additional pay. Departments must speak to Financial Aid and HR prior to submitting a form for and Undergraduate Student.

Types of Additional Pay

Types of additional pay covered under this policy include (but are not limited to):

Temporary assignment

Assignments and responsibilities that are significantly different or beyond the employee's normal job duties are defined as temporary assignment. When such assignments, responsibilities and/or projects are performed in addition to the regular job and outside normally scheduled hours, additional pay is appropriate. This assignment should have a specific end date and not used as a continuous form of payment.

Special projects

An employee who works on special project, outside of the scope of the normal work assignment, may be paid via additional pay, even if the special project is within the same department where the individual works.

Graduate Assistants Additional Pay Provisions

Graduate Assistants may be eligible for additional pay if they are performing unrelated duties either on a one-time basis or as intermittent activity. These payments are for one-time projects and are not made as a form of continuous earnings supplement.

Approval of Additional Pay

Supervisors must complete the Payroll Request form and submit it to the **CFO/Director of Budget** for budget review and approval. The form will then be submitted to **HR** for assignment/job description review to ensure that the duties are beyond their normal assignment. Once approved, the form will be reviewed and approved by the **Vice President** of the department.