

**Additional Pay Forms
& Additional Pay Contracts**

On the subject of Additional Pay Forms (APs).... There are times when the department preparing the form and paying for the services rendered is not the same department that the person to be paid is from... If the person to be paid is not your employee and you don't know their Employee ID number, you can look that up on the HRS web site.... see attached.

Additional Pay Contracts (located later in this section) are not necessary for Regular employees... even if those employees are not currently on contract (over the summer). They are not necessary for temporary employees who are currently on contract. But they are **ALWAYS NECESSARY FOR TEMPS WHO ARE NOT CURRENTLY ON CONTRACT.**



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HRS PeopleSoft Tools

Employee Lookup

[Lookup by Position Number](#)

- Active
- Terminated

Provide the last name to start your search. To look up a complete name, use the following syntax: **lastname,firstname** (Do Not Use Spaces)

Electronic Report Distribution

This feature only works within the NIU domain. **(IP Range 131.156.###.###)**

Access Time and Benefit Summaries

Select your department from the dropdown and click go.

Work Study Eligibility

DO NOT USE DASHES Example: **336461879**

Print on light yellow paper or highlight form title in yellow.

**Additional
Pay
Form**



HUMAN RESOURCE SERVICES
NORTHERN ILLINOIS UNIVERSITY

New Change Date: _____

General Information

Employee ID: _____ Employee Name: (Last, First Name or Initial, Middle Name or Initial) _____

Primary Department: _____

Compensation Information

Reason for Additional Compensation: _____

Effective Start Date: _____ Effective End Date: _____

Salaried Employees

	HR Account Code	Pay Period Amt/Earnings	Goal/Total Amount
1.			
2.			
3.			

Hourly Employees

	HR Account Code	Hours	Hourly Rate	Total
1.				
2.				
3.				

Funding Information

Business Unit: _____ Compensatory Department: _____

Comments / Justification

Authorization: _____

Authorization

Fund Advisor	Date	College/Division	Date	Primary Department	Date
Compensatory Department	Date	Office of the Provost / Vice President	Date	Graduate School	Date
Grants Fiscal Administrator	Date	President / HRS	Date	Operating Staff Services	Date

Summary

Earnings:	\$0.00	N O T E S
Goal Amount:	\$0.00	
Hours:	\$0.00	
Total Hour Amount:	\$0.00	

Additional Pay Authorization Form Instructions

Action

1. New/Change

Check **New** for a new Additional Pay request. Check **Change** if you wish to make a change or correction to an already-approved Additional Pay Request.

2. Today's Date

General Information

3. Employee ID

Enter the **Employee ID** assigned by the HR system.

(The Employee ID can be found in departmental reports)

Note: Do not enter the employee's SSN or Student ID number from the Student system.

3. Employee Name

Enter the Employee Name in the following format:

[Last Name]comma [First Name or Initial] space [Middle Name or Initial]

5. Primary Department

The department of the employee's primary position, as defined by the department employing the individual at the highest FTE equivalency above 50%.

Compensation Information

Reason for Additional Compensation

Faculty and SPS Reasons:

Select appropriate reason for additional compensation from drop down box.

Graduate Assistant Reasons:

Select ACP from drop down box.

Status Civil Service Reasons:

a. Adjustments for salaried employees who have assumed additional duties on a short-term basis where reclassification or reallocation is not appropriate. Select ADA from drop down box.

b. Adjustments for hourly-paid employees who accept appointments outside of their primary department.

The Additional Pay Form must be turned in for each pay period that the employee works.

Select ADA from drop down box.

c. Adjustments for hourly-paid employees who accept appointments outside of their current classification but within the primary department. **The Additional Pay Form must be turned in for**

each pay period that the employee works. Select ADA from drop down box.

7. Effective Start Date

Begin date for additional pay in mm/dd/yyyy format

8. Effective End Date

End date for additional pay in mm/dd/yyyy format

Salaried Employees

9. HR Account Code

Fund and organization code, example: 02-AA01100-641000

For grants, fund and project grant code, example: 44-G5A25905-641000

Payment may be split-funded.

10. Pay Period Amt/Earnings

Specify the flat dollar amount per pay period that will be paid on a semi-monthly basis.

11. Goal / Total Amount

Total dollar amount for the entire period of the Additional Pay for each account code.

Hourly Employees**12. HR Account Code**

Fund and organization code, example: 02-AA01100-647100
 For grants, fund and project grant code, example: 44-G5A25905-647100
 Payment may be split-funded

13. Hours

Hours worked during the pay period.

14. Hourly Rate

The pay rate should be stated at the overtime rate for all hours worked beyond the standard work hours for the position, either 7.5 or 8.0 hours.

15. Total

Total dollar amount to be paid for the pay period to the employee for each account code.

Funding Information**16. Business Unit**

Select from drop down based on employee's primary job

17. Compensatory Department

Specify the department paying the additional compensation.

18. Comments/Justification

Justification is required for all salaried civil service additional pay adjustments.
 For other business units, any comments/justification may be added to further clarify the reason for additional pay.

Authorization**Graduate Assistants**

1. Primary Department
2. Compensatory Department
3. College/Administrative Division
4. Grants (If Applicable)
5. Graduate School

Faculty, Supportive Professional Staff

1. Fund Advisor (If Applicable)
2. Primary Department
3. Compensatory Department
4. College/Administrative Division
5. Grants Fiscal Administration (If Applicable)
6. Provost Office/VP
7. Human Resources Contracts, Records and Reports

Civil Service (Business Unit CSSTA only)

1. Primary Department
2. Compensatory Department
3. College/Administrative Division
4. Provost Office/VP
5. Human Resources Operating Staff Services

EXTRA COMPENSATION POLICY

The following guidelines apply to all faculty, administrative, and supportive professional staff, regardless of the duration of their appointment:

Faculty and Supportive Professional Staff (SPS) can be compensated for extra assignments for which they are specifically qualified, which advance the mission of the university, and which fall outside the expectations associated with the employee's current job description. To avoid conflict of commitment, the additional duties must be feasible and must not interfere with or diminish the faculty or staff member's capacity to meet the expectations of the primary appointment. The guidelines provided herein are not intended to redefine compensable activities, but rather to establish a means by which systematic authorization is received for such activities and to establish procedures to monitor the time commitment required to perform the extra assignment.

Every Faculty and SPS employee has a monthly base salary for a specified appointment period. The appointment period includes weekends and university break periods. When an employee on a full-time (100%) appointment with the university receives compensation from a university account during the period of appointment which exceeds the assigned base salary, and when that compensation is offered in exchange for the performance of duties not required or expected within the scope of the primary appointment, this additional payment is defined as extra compensation. Extra compensation begins when the payment received from the university for any one-month exceeds the faculty and staff member's monthly base salary. Periodically an individual employed on a less than full-time basis may be paid extra compensation for one-time assignments that do not relate to the primary appointment and for which an adjustment of the percentage of appointment would not be appropriate.

The rate of extra compensation shall be determined by the director of the source of funds with approval by the appropriate director/chair, dean and vice president. The approval process shall not include the individual receiving the extra compensation. If external funding is involved, the sponsor must approve of the extra compensation. The director of a project/grant shall not authorize self-payment for additional services rendered under a grant or contract.

The accumulation of extra compensation will be monitored on an on-going basis by Human Resource Services and reported quarterly to the employee's dean and/or division head. Extra compensation in excess of 20 percent of an employee's base salary (inclusive of applicable summer month compensation for Faculty) will require written assurances from the authorizing administrator that the faculty or staff member is capable of simultaneously fulfilling all expectations of the primary contract. Extra Compensation in excess of 40% of the base salary may require specific pre-determined conditions and must be approved by the Vice President.

Compensation which exceeds the contracted base salary but which does not require the performance of duties beyond those specified in the primary contract is covered under the university's Supplemental Compensation policy.

- Instructional Activities:

Administrative and Supportive Professional Staff employees who have tenured appointments periodically seek teaching assignments in order to maintain academic competency and currency within their discipline. Such teaching assignments are considered to be part of a tenured academic administrator's regular duties. When programmatic need authorizes a teaching assignment for a tenured or tenure-track administrator, extra compensation may be paid only if approval is obtained in advance from the Provost. The Provost will review all such requests in terms of programmatic need, availability of other faculty, and the frequency of such assignments.

Extra compensation associated with teaching assignments for staff members without academic rank will require approval of the staff member's department and division head as well as the Provost. Such staff cannot be granted both additional compensation and time off from their regularly scheduled duties.

- Non-Instructional Activities:

Extra compensation for non-instructional activities will require approval at the appropriate departmental, college, and divisional level. Non-instructional activities may include a number of assignments extending beyond the normal expectations of a given appointment. Examples include material participation in events, workshops, fundraising activities, research projects and composition activities.

SUPPLEMENTAL COMPENSATION

As distinguished from extra compensation, supplemental compensation does not require the performance of duties other than those associated with the normal range of assignments required in a given position or job description.

Supplemental compensation is always temporary and may be allocated as a single payment or spread over the course of the primary appointment period. In accordance with relevant university policies; supplemental compensation is typically provided as a reward for outstanding performance (e.g. Presidential Research and Teaching awards), for the purpose of staff retention (e.g. corporate professorships, endowed chairs), distribution of royalties in accordance with university intellectual property policies, or as part of a retirement/separation agreement.

Funding for supplemental compensation is often derived from donations or gifts provided to the university by external private entities. Examples of supplemental fund sources include alumni gifts, corporate donations, and endowments of named professorships or chairs. No services (other than those normally associated with the position) shall be provided as an implicit or explicit condition of the receipt of funds allocated for purposes of supplemental compensation.

In most circumstances, payments for supplemental compensation should not exceed 50% of an employee's total base contract salary (inclusive of applicable summer compensation) on an annual basis. Moreover, supplemental compensation allocated toward a particular employee should not be derived from the same external fund source for a period of time exceeding five consecutive years. Chairs, however, may be established on a permanent basis, provided they are negotiated and approved by the NIU Foundation and the Office of the President. The Foundation and the Office of the President will review these appointments and the attendant compensation periodically to assure consistency with donor intentions, adequacy of donated funds, and the exercise of appropriate fiscal controls.

Supplemental compensation amounts allocated to faculty and administrators shall be determined and approved by the appropriate director/chair, dean and vice president. Clearly described criteria establishing the basis for providing supplemental compensation must be appended to the request form. All supplemental compensation requests must be authorized by the appropriate director/chair, dean and vice president and will also be evaluated and approved by the Office of the President (or designee).

For purposes of compliance with this policy, all supplemental compensation will be reported to the President and the appropriate vice presidents by Human Resource Services on a semi-annual basis.

Additional Pay Contract

Name:

Effective Start Date:

Effective End Date:

Pay Period Amt/Earnings:

Goal/Total Amount:

Assignment:

Acceptance

The salary and appointment stated herein are subject to the appropriation of sufficient funds by the General Assembly of the State of Illinois and the approval of the governor. Appointments at Northern Illinois University are subject to the statutes of the State of Illinois and the latest revisions of the governing bylaws, Regulations, policies and practices of the Board of Trustees. Appointments are also subject to the latest revisions of all university policies and procedures; most of which, are stated in employee handbooks, procedure manuals, and the Constitution and Bylaws of the university. Under certain state laws, as well as university regulations, policies and procedures, indebtedness to the university may be withheld from compensation payments to employees. Acceptance of this appointment includes consent to such withholding when assessed in accord with appropriate legal standards.

Temporary appointments shall be for a specific period of one year or less. There shall be no presumption or expectation of renewal or extension of temporary appointments. Each temporary appointment is a separate, non-continuous appointment. The terms of this appointment are binding upon both parties and shall remain in full force and effect during my employment at Northern Illinois University.

I hereby acknowledge and accept the terms of this offering letter, and all related university policies and procedures associated with my Temporary appointment. My signature and date below signify acceptance of the terms of the above contract.

Signature

Date