

WHEN TO USE THE FLAT RATE PAYMENT FORM:

- To pay adjunct faculty according to course load.
- To pay regular faculty for off-load courses.
- To pay contingent staff a flat rate salary instead of an hourly wage.
- To pay student employees a flat rate adjustment for additional duties, i.e. weekend on call fee.

HOW TO COMPLETE THIS FORM:

<i>SS#/Empl#:</i>	Employee social security number or Empl ID number.
<i>Dept. Name:</i>	Department to which salary is to be charged.
<i>Date/Semester:</i>	Date/semester work is to be performed.
<i>Name:</i>	Employee's name.
<i>Funding Dept. or Grant #:</i>	Five digit Department or Seven digit Grant # from the Chart of Accounts plus the Six digit labor object code. See on-line Chart of Accounts.
<i>Regular/Contingent:</i>	Indicate if employee is on regular or contingent payroll.
<i>Payroll #:</i>	The payroll number(s) that correspond to the date(s) that you want the employee to receive the wages. Payroll Schedules are available on the Web Page.
<i>Dollar amount:</i>	The amount to be paid each pay period.
<i>Total:</i>	Total of all payments listed.
<i>Course/Assign:</i>	Course number and section or brief description of assignment.
<i>Authorized Signature:</i>	Person authorized to sign for department.

WHERE TO SEND THE FORM:

Form should be submitted to OHR along with all the appropriate hiring documentation.

Questions? Call the Financial Services Help Line at 4-5599