

University of Mary Washington

REQUEST FOR SPECIAL PAYMENT TEACHING AND ADMINISTRATIVE FACULTY ONLY

The following information **MUST** be provided in order for payment to be processed and this form may only be used for Teaching and A/P Faculty special assignments that are independent of regular job duties. This form must be completed immediately following the conclusion of the special assignment and payment will be made within 45 days of receipt of an accurately completed and approved form.

Effective May 1, 2013 - *Note on Adjuncts: To assure compliance with the state's Affordable Care Act guidance, Deans must determine and approve the additional hours of work before assignments are made. Any hours of work compensated by a special pay action will have to be documented and **counted** toward their 29 hour weekly average/1,500 hour maximum over a twelve month period.

***Number of Work Hours per week for this assignment (fill in for Adjuncts):** _____

A special payment is hereby authorized for the following individual in addition to his/her regular salary payment:

Name: _____

Banner ID# (not ssn) _____

Amount: _____

Purpose of Payment: _____

Date(s) Service/Participation: _____

Budget Info:

Fund _____ Org _____ Account 61139 Program _____

Please note signatures may not predate the actual date(s) of service/participation.

I certify that I performed the services or participated in the above-referenced program on the date(s) indicated.

Employee Printed Name

Employee Signature and Date

Program Director Printed Name

Program Director Signature and Date

Cabinet VP or Designee Printed Name

Cabinet VP or Designee Signature and Date

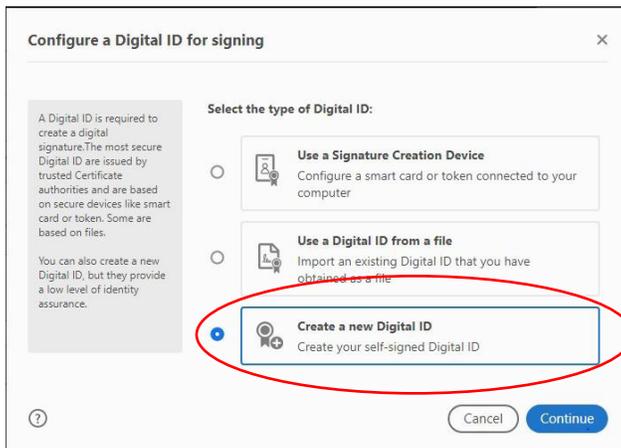
Email this completed Special Pay Form to Human Resources at specialpay@mail.umw.edu.

For inquiries on special payments or questions related to form functionality, please contact Human Resources at specialpay@mail.umw.edu or (540) 654-1214.

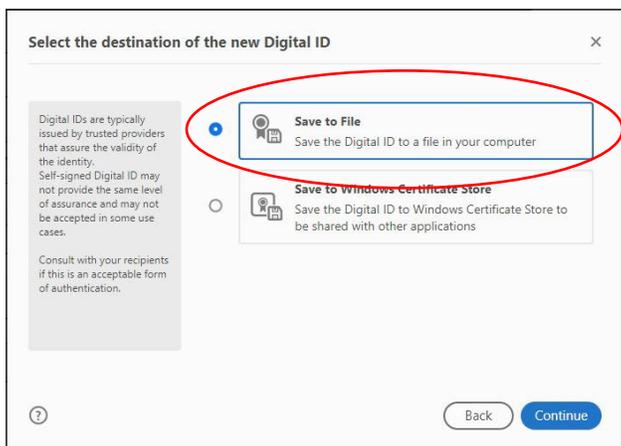
Budget & Financial Analysis Signature and Date

Human Resources Signature and Date

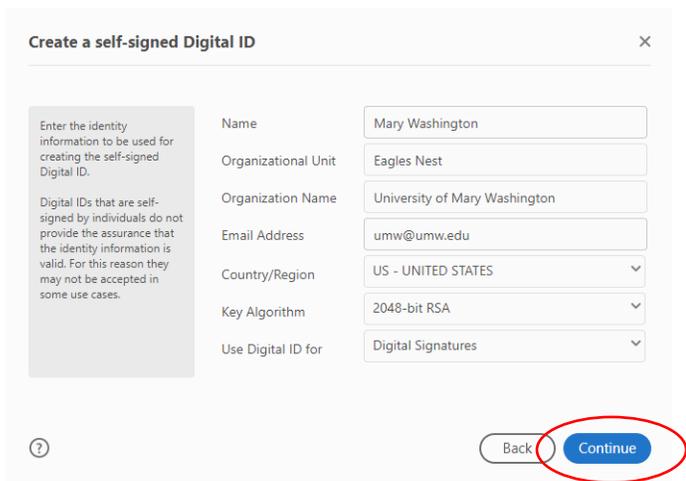
1) Click in the signature field within the PDF that requests your electronic signature. If you don't have an existing e-signature on file, you should see the following window come up. Select the *Create a new Digital ID* option and then select continue.



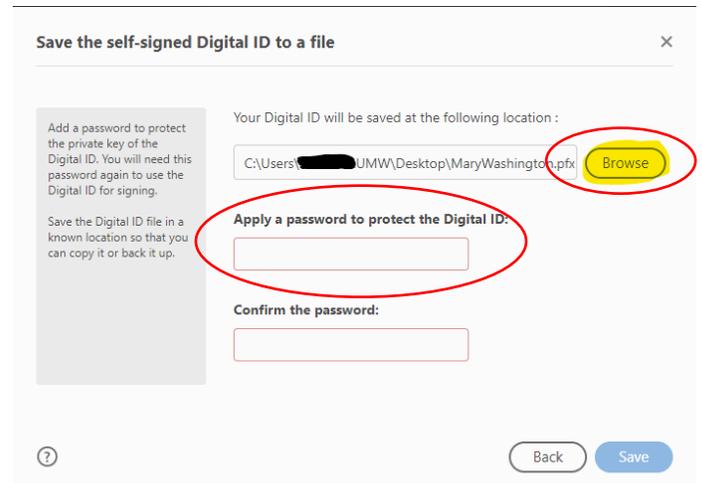
2) In the next screen select the *Save to File* option to store your e-signature on your computer for future use and then select continue.



3) Fill in the information requested in the boxes and then select continue.



4) You may store your new e-signature file in the suggested location or use the *Browse* button to select another folder on your computer. You must also create a password for your e-signature. Select *Save*.



5) You will now be able to click in the signature field of a formatted PDF and the following window will appear. Select your digital ID file, click on continue, and then enter your password. Once the password is entered you will be asked to save the PDF and it will overwrite the original file.

