## University of Mary Washington

## **REQUEST FOR SPECIAL PAYMENT TEACHING AND ADMINISTRATIVE FACULTY ONLY**

The following information <u>MUST</u> 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.

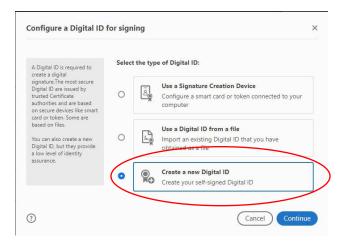
Effective May 1, 2013 - \*Note on Adjuncts: To assure compliance with the state's Affordable Care Act guidance, Deans must determine and approve the additional hours of work before assignments are made. Any hours of work compensated by a special pay action will have to be documented and **counted** toward 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): \_\_\_\_\_

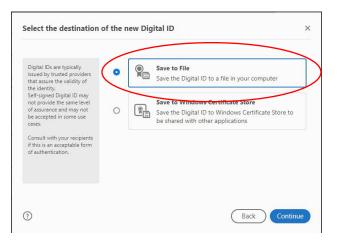
A special payment is hereby authorized for the following individual in addition to his/her regular salary payment:

Name:			
Banner ID# (not ssn)			
Amount:			
Purpose of Payment:			
Date(s) Service/Participa	ution:		
Budget Info:			
Fund	Org	Account61139	Program
Please note si	gnatures may not predat	e the actual date(s) of	service/participation.
Employee Printed Name Program Director Printed Name			nature and Date
Cabinet VP or Designee Printed Name		Cabinet VP or Designee Signature and Date	
or inquiries on special payments or c	uestions related to form functiona	lity, please contact Human Re	<b>at specialpay@umw.edu.</b> esources at specialpay@umw.edu or (540) 654-12 *********
Budget & Financial Analy	vsis Signature and Date	Human Resou	rces Signature and Date
Office of Human Resources Revise	d January 2023		

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.

Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self- signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.	Name	Mary Washington	
	Organizational Unit	Eagles Nest	
	Organization Name	University of Mary Washington	
	Email Address	umw@umw.edu	
	Country/Region	US - UNITED STATES	~
	Key Algorithm	2048-bit RSA	~
	Use Digital ID for	Digital Signatures	~

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.

Save the self-signed D	gital ID to a file	×
Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up.	Your Digital ID will be saved at the following location : C:\Users(UMW\Desktop\MaryWashington.pfx Browse Apply a password to protect the Digital ID: Confirm the password:	
(?)	Back 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.

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
	Mary Washington (Digital ID file) Issued by: Mary Washington, Expires: 2028.01.23	View Details
		View Details
?	Configure New Digit	tal ID Cance Continue