

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@umw.edu.

For inquiries on special payments or questions related to form functionality, please contact Human Resources at specialpay@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.

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- ☐ Use a Signature Creation Device
Configure a smart card or token connected to your computer
- ☐ Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file
- ☒ **Create a new Digital ID**
Create your self-signed Digital ID

Cancel 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.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

☒ **Save to File**

☐ Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

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

Create a self-signed Digital ID

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

Back 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*.

Save the self-signed Digital 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.

Your Digital ID will be saved at the following location :
C:\Users\...UMW\Desktop\MaryWashington.pfx

Apply a password to protect the Digital ID:

Save the Digital ID file in a known location so that you can copy it or back it up.

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

☐ [Redacted]

View Details

Configure New Digital ID Cancel Continue