



REQUEST FOR SPECIAL PAYMENT
TEACHING AND ADMINISTRATIVE FACULTY ONLY

The following information MUST be provided in order for payment to be processed for any special assignments that are independent of regular job duties or honorariums/awards made to Teaching and A/P Faculty. 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 for
special assignment outside of normal duties or honorarium/award:

Name: Banner ID# (not ssn):

Purpose of Payment:

Requested Amount: Service/Award Date(s):

Budget Information: Fund Org Account 61139 Program

UMW Foundation reimbursed: No Yes\*, using UMWF Project#

\*If yes, the amount of this request will automatically be increased to to include 7.65% employer FICA. If this exceeds available UMWF budget, then the amount of this request should be reduced to account for employer FICA. The form will auto calculate.

Please note signatures may not predate the actual date(s) of service or receipt of honorarium/award.

Signatures certify either a completed special assignment on the date(s) indicated or acknowledgement of the honorarium/award noted above.

Employee Signature/Date Program Director Signature/Date Cabinet or Designee Signature/Date

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

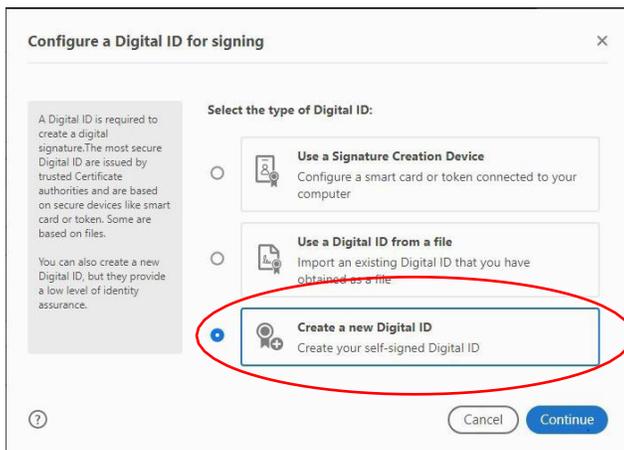
For inquiries on special payments or questions related to form functionality, please contact Human Resources at specialpay@mail.umw.edu or (540) 654-1214.

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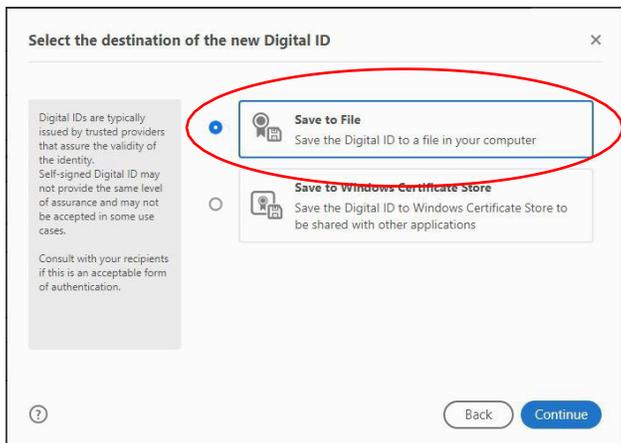
Budget & Financial Analysis Signature/Date Human Resources Signature/Date

UMWF approval required for reimbursements: Chief Financial Officer/Controller - Foundation

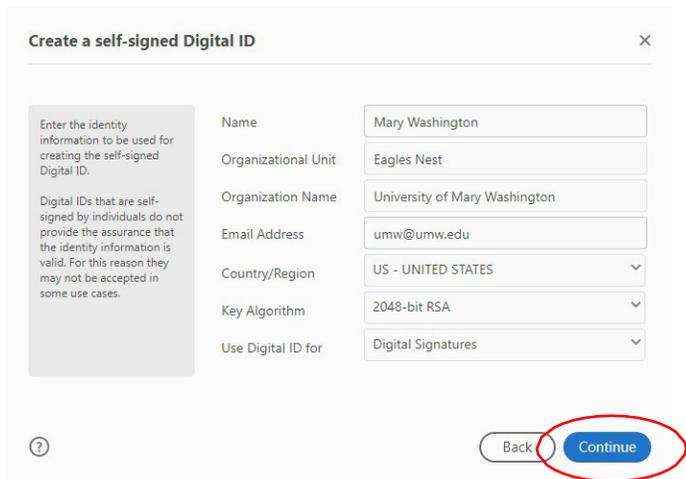
1) Click in the signature field within the PDF that requests your electronic signature. If you don't have an existing e-signature on file, you should see the following window come up. Select the *Create a new Digital ID* option and then select continue.



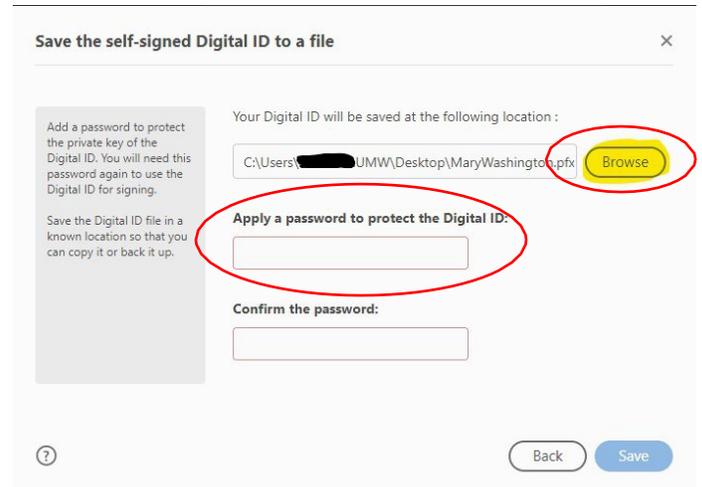
2) In the next screen select the *Save to File* option to store your e-signature on your computer for future use and then select continue.



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.

