

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. Human Resources must receive this form by either the 1st or the 15th of the month in order for the payment to be made within 30 days.

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 the 1500 hours per year limit for their position.

\*Total number of work hours for this assignment (fill in for Adjuncts only):

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 61145 Program

Program Director Printed Name

Cabinet VP or Designee Printed Name

Program Director Signature

Cabinet VP or Designee Signature

Date

Date

I certify that I performed the services or participated in the above-referenced program on the dates indicated.

Employee Signature

Date

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

For questions about this form, please contact the Office of Human Resources, (540) 654-1214.

Human Resources Signature

Date

Budget & Financial Analysis Signature

Date