PROCESSING an ADDITIONAL PAY FORM (APF)

If you have questions about information in this user guide, please e-mail Payroll Services.

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Background

The APF form is used to process payments in prescribed circumstances within University policies, handbooks and collective bargaining agreements. The same form is used for full time (FT) represented faculty and for all other additional pay requests.
Responsibility for Processing the APF Forms

In general, the responsibility for processing the APF form is as follows:

**Initiating Department:**
- The initiating department is responsible for accurately completing the APF form as described in this document and applicable University policies, operating procedures and guidelines. The initiating department should forward the APF form to the employee’s home department for their review and approval.

**Home Department:**
- The home department is responsible for reviewing and approving the work of the employee expected as described on the APF form.

**Dean’s/Director’s Office:**
- The applicable Dean or Director’s office shall review and approve based on the established business practice within their respective unit.

**Provost/Vice President’s Office:**
- For represented faculty, non-represented faculty and academic administrator APF submissions, the Provost’s Office or Provost’s designee Faculty Services is responsible for reviewing and approving requests for APFs including validating payment calculations, retirement contribution applicability, and assigning the earnings code.
- For non-faculty APF submissions, the applicable Vice President office reviews and approves the APF submission as required.

**Human Resource Services**
- For APF requests for staff, Human Resource Services (HRS) is responsible for review and approval of APF. When an APF request is outside normal guidelines, HRS forwards the request to the Vice President of Finance for review and approval.

**University Financial Services**
- APF form payments that are charging sponsored agreements directly or as cost share on sponsored agreements, Cost Accounting Services is responsible for the APF form information for external sponsor compliance.
- Payroll Services enters the payments and related data into Peoplesoft’s HCM system.
Completing the APF Form

The following sections detail what is required in completing the APF form. Read these sections carefully.

General Guidelines

- The employee and a responsible official of the initiating department have agreed on the planned work as described on the APF form.
- The initiating department provides accurate and detailed information for an independent reviewer to efficiently assess what the work is for the APF.
- The initiating department submits the APF for consideration two weeks prior to the work commencing.
- Applicable documentation is submitted with the APF to support the assigned reason, APF approvals, processing and audit activities.
- When provided, the values of supplied drop-down boxes in the form should be used to select the appropriate value.
- The applied FTE and time period of the APF work should represent the agreement between the University responsible official and the employee.
- The chartstring(s) funding the APF payment are valid budgets in the Peoplesoft Chart of Accounts.
- The payment amount is derived based on existing University policies, procedures and collective bargaining agreements.
- Revisions of previously submitted APF forms must be clearly noted on the form.

Instructions for Full Time (FT) Represented Faculty

The FT represented faculty APF form should be used for only FT represented faculty APF payments. The reason and the detailed explanation fields on the FT represented faculty form require further explanation to facilitate the approval processing time. Supply the necessary information as described below. The current workload form of the represented faculty member must be included with the APF form as supporting documentation.
Reasons for Payment
Select one of the specific reasons listed in the dropdown box for this field. The following reasons for payment which are applicable to this APF form are:

- Supplemental Pay - Art 19.3.c.iii Appointment period work funded by a sponsored agreement.
- Supplemental Pay - Art 19.2.d Academic administrative assignment during the appointment period. e.g. Director position
- Supplemental Pay - Art 19.3.c.i, 19.3.c. ii Non-CE instruction.
- Additional Pay - Art 19.2.d Academic administrative assignment during non-appointment period. e.g. Director position
- Additional Pay - Art 19.6.a Work outside of appointment period funded by a sponsored agreement. e.g. “Summer Salary”
- CE Pay - Art 19.6.b. Instruction for a credit-bearing course in CE.
- CE Pay - Art 19.6.b Instruction for a non-credit course in CE.
- CE Pay - Art 19.6.b Non-instruction work paid in CE.
- CE Pay - Art 19.6.b Instructional coursework funded by an external sponsor.
- Article 19.6.c Faculty official function or activity e.g. Orientation.
- Faculty miscellaneous payment - Art 18.6 Outstanding professional contributions.
- Faculty miscellaneous payment - 19.2 e. Incentive Program Compensation.
- Faculty miscellaneous payment - 19.5 Work for a Non-Academic Unit.
- Faculty miscellaneous payment - 19.7 Award Compensation.
- Other

The use of the “other” reason is meant to be used for miscellaneous type payments. Provide sufficient explanation and supporting documentation with the APF form. Contact Faculty services with questions regarding the definition and/or assignment of the reason.

Detail Description for FT Represented Faculty
Describe the body of work that the faculty member will be performing for the APF payment.

- For summer work on sponsored agreements, list the sponsor(s) name and other attribute information such as award title.
- For teaching a course, provide the course name and number.

In general, the description should be explicit to determine what the work will entail.

Selecting the Earnings Code
Upon review, Faculty services will assign the correct earnings code. The initiating department does not have to select an earnings code on this form.
Calculation worksheet of APF involving prorated salary

For payments which require a proration of salary to calculate the payment amount, the initiating department should use the institutional base salary of the academic year that the time period of the APF work occurs. Days, weeks or months may be used in the payment calculation.

Instructions for General Use (Not FT Represented Faculty)

The general APF form should be used for all APF payments except for APF payments to FT represented faculty. The reason and the detailed explanation fields on the form require further explanation to facilitate the approval processing time. Supply the necessary information as described below.

Reasons for Payment

Select one of the specific reasons listed in the dropdown box for this field. The following reasons for payment which are applicable to the general APF form are:

- Pay for additional FTE (up to 1.0 FTE) work which is assigned to part-time, non-exempt staff or faculty
- Staff - Work performed outside normal term
- Staff - Temporary work outside a staff's assigned responsibilities
- Staff - Work prior to hire date
- Staff - On-call premium
- Bonuses
- Award compensation or prizes
- Supplemental Pay - Appointment period work funded by a sponsored agreement.
- Supplemental Pay - Academic administrative assignment during the appointment period e.g. Director position
- Supplemental Pay - Non-CE instruction
- Additional Pay - Academic administrative assignment during non-appointment period. e.g. Director position
- Additional Pay - Work outside of appointment period funded by a sponsored agreement e.g. "Summer Salary"
- CE Pay - Instruction for a credit-bearing course in CE
- CE Pay - Instruction for a non-credit course in CE
- CE Pay - Non-instruction work paid in CE
- CE Pay - Instructional coursework funded by an external sponsor
- Faculty official function or activity e.g. orientation
- Faculty - Incentive Program Compensation for a Non-Academic Unit
- Graduate Student - Additional Pay
- Taxable Allowances for such items as clothing, housing, and cell phone
- Severance Pay
- Other

The use of the “other” reason is meant to be used for reasons outside the specific reasons listed. Provide sufficient explanation and supporting documentation with the APF form.
Contact Faculty Services with questions regarding faculty APF payments. Otherwise, contact Human Resource Services. Both forms can be found at the following link.

**Detail Description for General APF**

Describe the body of work that the employee will be performing for the APF payment.

- For summer work on sponsored agreements, list the sponsor(s) name and other attribute information such as award title.
- For teaching a course, provide the course name and number.
- For an award or prize, specifically name the award or prize received and attach documentation which notifies the recipient of the award or prize.

In general, the description should be explicit enough to determine what the work will entail.

**Selecting the Earnings Code**

Initiating departments should select the applicable earnings code in the dropdown list. When appropriate, the earnings code is included in the payment reason description. For non-represented full time faculty, Faculty Services will assign the correct earnings code.

**ACA Per Pay Period**

ACA Per Pay Period hours must be included on the APF in order to receive HR Approval. The form calculates the ACA Per Pay Period using information entered into one of the following hours fields: (1) Applied FTE, (2) Total Credit Hours, **OR** (3) Total Hours. Enter hours into **ONLY** one of the hours fields. If the APF is not associated with any hours, enter zero into the Total Hours field. The # of pay periods fields and Work Start and End Date fields must also be completed for the ACA Per Pay Period field to calculate properly.

Contact [HRSinfo@uvm.edu](mailto:HRSinfo@uvm.edu) with any questions regarding the ACA Per Pay Period Hours field.

**APF Form Revision Submission**

APV distribution revisions should include the following:

- As request form, use copy of originally submitted and paid APV
- Clearly mark the form *Revision only* in the appropriate place on the form
- Combo code(s) and chartstring(s) of expense revision
- Transfer explanation or cost transfer memo, if applicable
- Contact person’s name and contact info

Submit hardcopies to Payroll Services 237 Waterman or email scanned copies to [Retro@uvm.edu](mailto:Retro@uvm.edu).
Frequently Asked Questions

Should the APF form be submitted before the work starts?
In general, yes. Due to the review process and processing time involved with additional payments, initiating departments should initiate APF forms two weeks prior to the employee starting the work.

Who has to approve the APF forms?
All applicable signatures are required. The initiating department, the home department (if different than initiating dept.) and the Dean’s/Director’s office associated with the home department must approve the APF request. The Provost or designee will approve all faculty and academic administrator APF requests. The Vice President for Finance and Treasurer or designee HRS will approve APF requests for staff. Cost Accounting Services from UFS will approve APFs charging sponsored agreements including federal formula grants.

Why does an explanation have to be submitted for retroactive payments?
Normally, the time involved in the work of the APF is known prior to the work starting. The explanation will help the University understand the reasons for the exceptions to the process and implement corrective action.

Resources

For questions regarding APF submissions for represented faculty, non-represented faculty and academic administrator APF submissions, contact the Provost’s office designee Faculty Services. Otherwise, contact the Human Resource Services department.

Helpful Links

- Additional Pay Form

Relevant UVM Departments

- Cost Accounting Services
- Faculty Services
  Human Resource Services
- Payroll Services