



PROCESSING AN ADDITIONAL PAY FORM (APF)

TABLE OF CONTENTS

Overview 2

Responsibility for Processing the APF 2

 Initiating Department 2

 Home Department..... 2

 Dean’s/Director’s Office 2

 Provost/Vice President’s Office..... 2

 Human Resource Services 2

Completing the APF 3

 General Guidelines 3

 Instructions for Full-Time (FT) Represented Faculty 3

 Payment Reason..... 3

 Detail Description for FT Represented Faculty..... 4

 Earnings Codes 4

 Calculation worksheet of APF involving prorated salary..... 4

 Instructions for Staff..... 4

 Payment Reason..... 4

 Detail Description for Staff 4

 Earnings Codes 5

 Additional Pay Revisions Submission 5

Frequently Asked Questions 5

Resources 6

 Helpful Links 6

 Relevant UVM Departments 6



Overview

The Additional Pay Form (APF) is used to process payments in prescribed circumstances within University policies, handbooks and collective bargaining agreements.

Responsibility for Processing the APF

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

Initiating Department

- The initiating department is responsible for accurately completing the APF as described in this document and applicable University policies, operating procedures and guidelines. If applicable, the initiating department should forward the APF 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.

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 additional payments including validating payment calculations, and retirement contribution applicability.

Human Resource Services

- For additional pay requests for staff, Human Resource Services (HRS) is responsible for review and approval of APFs.
- For additional payments that are charging sponsored agreements directly or as cost share on sponsored agreements, Cost Accounting Services is responsible for the APF information for external sponsor compliance and their approval is indicated in the University Financial Services approval box.



- Payroll Services enters the payments and related data into PeopleSoft's HCM system.

Completing the APF

The following sections detail what is required in completing the Additional Pay 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.
- In the Description of Work section, the initiating department provides sufficient detail for an independent reviewer to determine the reason for the payment.
- The initiating department submits the APF for consideration two weeks prior to the work commencing.
- When appropriate applicable documentation should be submitted with the APF to support the assigned reason, APF approvals, processing and audit activities.
- The Applied FTE, Total Credit Hours, Total Hours and time period of the additional pay work represents the agreement between the University responsible official and the employee.
- The chartstring(s) funding the additional pay must be valid lid 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 APFs must be clearly noted on the form and should be routed directly to retro@uvm.edu.

Instructions for Full-Time (FT) Represented Faculty

The reason and the detailed explanation sections of the APF 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 as supporting documentation.

Payment Reason

Select one of the reasons for payment listed in the drop-down box for this field. There is a more detailed descriptor in the menu items tab on the additional pay form.



Note: The “UA_Other” option is meant to be used for miscellaneous type payments. Provide sufficient explanation and supporting documentation with the APF. 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 additional pay.

- 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.

Earnings Codes

For all additional pay forms the initiating department should select the applicable earnings code from the drop-down list. When appropriate, the earnings code can be supported by the reason, for example, with or without dues, or, with or without retirement.

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 additional work occurs. Days, weeks or months may be used in the payment calculation.

Instructions for Staff

Payment Reason

Select one of the specific reasons listed in the drop-down box for this field. There is also a more detailed descriptor on the menu tab of the addl pay form.

The GEN Other - Other” option is meant to be used for reasons outside the specific reasons listed. Provide sufficient explanation and supporting documentation with the APF.

Detail Description for Staff

Describe the body of work that the employee will be performing for the additional pay.

- 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.

Earnings Codes

Initiating departments should select the applicable earnings code from the drop-down list. When appropriate, the earnings code can be supported by the reason, for example, with or without dues, or, with or without retirement.

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 fields:

1. Applied FTE **OR**
2. Total Credit Hours **OR**
3. Total Hours

If the additional pay is not associated with any hours, enter zero (0) into the Total Hours field. The # of Pay Periods field 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 with any questions regarding the ACA Per Pay Period Hours field.

Additional Pay Revisions Submission

Using the originally submitted APF as the request form, additional pay distribution revisions should include the following:

- Clearly marked as **Revision** in the appropriate field on the form and handwritten large letters on top of the form.
- Combo code(s) and chartstring(s) of expense revision, if applicable
- Transfer explanation or cost transfer memo, if applicable
- Contact person's name and contact information

Submit hardcopies to Payroll Services 237 Waterman or email scanned copies to retro@uvm.edu.

Frequently Asked Questions

Should the APF be submitted before the work starts?

Due to the review process and processing time involved with additional payments, initiating departments should initiate APFs two weeks prior to the employee starting the work.



Who approves APFs?

All applicable signatures are required. The initiating department, the home department (if different from the initiating dept.) and the Dean's/Director's office associated with the home department must approve the APF request. The Provost or designee approves 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 approves 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 additional pay 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

If you have questions about information in this user guide, please e-mail [Payroll Services](#).

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

Helpful Links

- [Additional Pay Form](#)

Relevant UVM Departments

- [Payroll Services](#)
- [Cost Accounting Services](#)
- [Faculty Services](#)
- [Human Resource Services](#)