

WHEN TO USE THE FLAT RATE PAYMENT FORM:

- To pay contingent faculty or staff a flat rate salary for exempt job duties.
- To pay regular faculty or staff for additional exempt duties as secondary employment.

HOW TO COMPLETE THIS FORM:

- SS#/Empl:** Employee social security number or Empl ID number.
- Dept. Name:** Department to which salary is to be charged.
- Date/Semester:** Date/semester work is to be performed.
- Name:** Employee's name.
- Funding Dept. or Grant#:** Five digit department or Seven digit Grant # from the Chart of Accounts plus the Six digit labor object code. See on-line Chart of Accounts.
- Regular/Contingent:** Indicate if employee is on regular or contingent payroll.
- Payroll #:** The payroll number(s) that correspond to the date(s) on the Payroll Schedules when the employee performed the work. Payroll Schedules are available on Payroll's Web Page.
- Dollar amount:** The amount to be paid each pay period.
- Total:** Total of all payments listed.
- Assignment Description:** Brief description of assignment.
- Authorized Signature:** Person authorized to sign for department.

WHERE TO SEND THE FORM:

Form should be submitted to OHR along with all the appropriate hiring documentation.

Questions? Call the Financial Services Help Line at 4-5599