Additional Pay:

1. Sometimes employees perform work for a department outside of home department. For benefit eligible employees, that department should complete a Personnel Action Form (PAF) as an Additional Pay to pay the employee.

2. If the employee’s regular benefit position is an exempt position (Paid Monthly), the PAF can be used to pay the employee a one-time payment, or a monthly amount for a set number of months.

3. If the employee’s regular benefit position is a non-exempt position (Paid Biweekly), the PAF must have an hourly rate of pay and the number of hours per week to be worked. The hourly rate must be greater than or equal to their regular hourly rate.

4. The PAF must have an effective date of action and an ending date.

Reminders for Additional Pays:

- Monthly payroll cut off is the 10th of the month.
- Biweekly payroll cut off is the Friday of the pay period end date.
- For monthly employees, if the PAF is not received by the payroll cut off, there will be no retro pay. The payment will be added to the next month.
- Additional Pays will charge to the wage line of the budget.
- For employee’s paid biweekly, the hours worked must be submitted as overtime hours.