

Special Payroll Notice Instructions

General Instructions: Use this form to request a special payment or a salary override. Do not use this form for compensation for overload instruction compensated by the credit hour, An override is a temporary salary increase to be paid while holding and acting position or assuming additional responsibilities. A special payment or stipend is a fixed amount paid for a specific task.

Special Payment Notice (SPN): The *First Name, Last Name, & the last four digits of the employee's Social Security number* **must** be completed in all cases. It is extremely important that this information be correct.

Position: Specify the reason for the special payment or override.

- Acting Position* is for a temporary position or assignment taken in place of the regular job assignment.
- Additional Job* is for a temporary job assignment taken in addition to the regular job assignment.
- Special Project* is for a task or assignment that carries a fixed stipend or payment if completed.

In each case specify the *Title of Position* or the *Nature of the Project* and the *Department* in which the assignment occur.

Duration: Specify the Start Date and Stop Date for the assignment. These will also be the start and stop dates for any salary override. Do not list a period that extends beyond June 30th. If the assignment extends into the next fiscal year, a new SPN must be completed.

Payment Schedule: List the manner in which the override or the stipend is to be made.

- Use *Salary Override* for all payments where the amount to be paid is determined by an additional amount to be paid for a period of time. Specify the *Amount of Override* for *Base Period Checked* and check the appropriate **Base Period** covered by the amount. Payroll will pay the additional amount each pay period from the *Start Date* to the *Stop Date*.
- Use *Fixed Payment* for payments where the amount to be paid is fixed in advance. Specify the *Amount of Payment* and the *Date of Payment*. The *Date of Payment* should coincide with a normal pay date for the employee. Payroll will make the payments indicated on the pay dates specified.

Budget Charge: Enter the best available estimate of the *Total Amount to be Charged* and enter the complete *FRS Identifier & Object Code* that the payments are to be charged against. Funds must be available & authorized.

Comments: Give a brief description of the reason for special payment.