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.