



**Additional Compensation for Faculty or Professional Staff**

Employee Name (Last, First, Middle Initial)	Employee ID
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**A. Additional Compensation Limits and Payment**

**Faculty\***

FTE Annual Salary \$	% Limit 33%	Total Limit**
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\*Includes all faculty who hold academic year appointments, calendar appointments or faculty administrator appointments.  
 \*\*Limit can only exceed 33% with the approval of the Provost and concurrence of the Chancellor.

**Professional Staff**

FTE Annual Salary \$	% Limit 12%	Total Limit
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Effective Date*:	End Date:	Bi-Weekly Rate:	Pay Periods*:	Total Amount: \$
Description of Services:				

\*All additional compensation must commence at the start of a pay period. Pay periods can be whole pay periods (two weeks) or half pay periods (one week). For example, 1.5 pay periods = 3 weeks.

**B. Funding**

HR Account Code	ChartFields				
	Business Unit	Fund	Department	Program	Project/Grant
	UMLOW				

**C. Other Additional Compensation Scheduled During this Calendar Year**

HR Account Code	Effective Date	End Date	Bi-Weekly Rate	Total Amount
				\$
				\$
				\$

**D. Performance of Duties (for Faculty on calendar appointments, faculty administrators and professional staff)**

- Will the additional duties be performed outside normally scheduled working hours?  Yes  No
- If not, will the employee be granted the use of vacation time, personal time or leave without pay while performing these duties?  Yes  No

Contact Person: \_\_\_\_\_ Extension: \_\_\_\_\_ E-mail: \_\_\_\_\_

**E. Certification/Approvals**

I certify that the amount(s) shown on this sheet are accurate and reflect the time worked and/or time earned for pay purposes during the period indicated.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Approvals**

Department Chair: \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_ Date \_\_\_\_\_

Additional Approval (if required)  
Provost: \_\_\_\_\_ Date \_\_\_\_\_

## **Instructions for completing the Additional Compensation Form**

All additional compensation for faculty and professional staff is processed using the Additional Compensation Form. Trustee Policy T01-012 governs additional compensation for faculty while Trustee Policy T94-023 governs additional compensation for professional staff. Instructions for completing the additional compensation form are as follows:

**Employee Name:** Enter the employee's name as follows: **Last, First MI. (e.g., Doe, Jane E.)**.

**Employee ID:** Enter the employee's 8-digit employee ID, not the employee's social security number.

### **Section A – Additional Compensation Limits and Payment**

Indicate the employee's classification, and complete the information in that section only.

- 1a. If the employee is a faculty member who holds an academic year appointment, a calendar appointment or faculty administrator appointment:
  - a) **Faculty:** Insert an "X" in the "Faculty" box.
  - b) **FTE Annual Salary:** Enter the faculty member's full-time annual salary.
  - c) **Total Limit:** Enter the faculty member's total limit that can be earned in the current calendar year. Total limit equals the current annual salary multiplied by the percent limit, which is 33 percent.
- 1b. If the employee is a professional staff member:
  - a) **Professional Staff:** Insert an "X" in the "Professional Staff" box.
  - b) **FTE Annual Salary:** Enter the professional staff member's full-time annual salary.
  - c) **Total Limit:** Enter the professional staff member's total limit that can be earned in the current calendar year. Total limit equals the current annual salary multiplied by the percent limit, which is 12 percent.
2. **Effective Date:** Enter the date on which the additional compensation is to begin. All additional compensation **MUST** begin on the first Sunday of a bi-weekly pay period. For situations in which the start of an additional compensation period would not coincide with the first Sunday of a pay period (e.g., start of a semester, academic term or grant period), use the first Sunday of the bi-weekly pay period following the effective date and extend the additional compensation period by the necessary number of weeks until work is paid out.
3. **End Date:** Enter the date on which the additional compensation is to end. All additional compensation **MUST** end on a Saturday. For dates in which the end of an additional compensation period would not coincide with a Saturday (e.g., end of a grant period), use the Saturday that immediately precedes that end date.
4. **Bi-Weekly Rate:** Enter the bi-weekly rate at which the total amount in additional compensation is to be earned.
5. **Pay Periods:** Enter the number of pay periods over which the additional compensation is to be paid. Pay periods can be whole pay periods (two weeks) or half pay periods (one week). For example, 1.5 pay periods = 3 weeks.
6. **Total Amount:** Enter the total amount to be earned in additional compensation for this particular request. Total amount equals the bi-weekly rate multiplied by the number of pay periods during which the additional compensation is to be paid.

7. **Description of Services:** Enter a description of the services being provided and why activity is justified for compensation beyond normally assigned duties.

#### **Section B – Funding**

1. **HR Account Code/Chartfields:** Refer to your work order, or the one of the lookup tables noted below, to find and enter your HR Account Code and Chartfield.
2. **Principal Investigator (if applicable):** The principal investigator signs and dates the additional compensation form here if applicable.

#### **Section C – Other Additional Compensation Scheduled During This Calendar Year**

Identify all other additional compensation previously earned during this calendar year.

1. **Effective Date:** Enter the date on which the additional compensation began.
2. **End Date:** Enter the date on which the additional compensation ended.
3. **Bi-Weekly Rate:** Enter the bi-weekly rate at which the total amount in additional compensation was earned.
4. **Total:** Enter the total amount in additional compensation earned.

#### **Section D – Performance of Duties**

For faculty on calendar appointments, faculty administrators and professional staff, indicate if the additional duties will be performed outside normally scheduled working hours by inserting an “X” in the appropriate box. If not, indicate if the employee shall be granted the use of vacation time, personal time or leave without pay while performing these duties by inserting an “X” in the appropriate box.

**Contact Information:** Enter the Contact Person, Phone Number and E-mail address. This will give HR an individual to contact if there are questions concerning the additional compensation form.

1. **Contact Person:** Enter the contact person.
2. **Phone Number:** Enter the contact person’s phone number.
3. **E-mail:** Enter the contact person’s e-mail.

#### **Section E – Certifications/Approvals (See University of Massachusetts Policy on Additional Faculty Compensation (Doc. T01-012))**

All appropriate signatories must sign and date the form.

**Vice Chancellor/Provost:** Have the Provost sign and date the form, if applicable.

The completed Additional Compensation Form must be submitted to Human Resources not less than 10 days prior to the start of such services.

## **New Financial Account Numbers – Legacy Account Lookup – Frequently Asked Questions**

### **Q: Where can I find a translation (crosswalk) between my old Research Foundation project number and PeopleSoft ChartField string?**

**A:** You can access a crosswalk between the “Research Foundation” system and PeopleSoft via the web by going to <http://www.uml.edu/research>. Simply click on “On-Line Timesheets,” and then click on "Peoplesoft Project Number look-up" to access a table that will provide translations from old to new values by looking up translations of specific legacy or account code values. Note the table is arranged by Principal Investigator name.

### **Q: Where can I find a translation (crosswalk) between my old Research Foundation overhead account and PeopleSoft.**

**A:** You can access a crosswalk between the “Research Foundation” system and PeopleSoft via the web by going to <http://www.uml.edu/research>. Simply click on “On-Line Timesheets,” and then click on "Peoplesoft Project Number look-up" to access a table that will provide translations from old to new values. The table is arranged by Principal Investigator name. You should note that in PeopleSoft “lingo” an overhead account is referred to as a Department ID or DeptID.

### **Q: Where can I find Chartfield values for new projects/grants and overhead accounts (DeptID) established in PeopleSoft after conversion?**

**A:** You can access your Chartfield values and their translations via the web by going to <http://sso.umassmed.edu>. Simply click on "Finance," and then click on "Chartfield and Legacy Acct. Lookup (FIN)" to access a website that will provide SpeedType and ChartField string association.

### **Q: Two different translations or crosswalks have been identified. What is the difference between the two and how do I know which one to use?**

**A:** The crosswalk located on the Research Foundation website is used to find the new Chartfield value for those projects established on the Research Foundation’s accounting system. The crosswalk residing at <http://sso.umass.edu> is used for projects established in PeopleSoft.