**GALLAUDET UNIVERSITY**

Human Resources Services

College Hall, Room 106

Ext. 5352

 **SPECIAL PAY**

 **PERSONNEL ACTION FORM**

|  |  |
| --- | --- |
| Today’sDate |  |

**PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ms/Mrs/Mr/Dr |  | NameL/F/MI  |  | SS# |  |
| Address |  | City |  | State |  | Zip |  |
|  | New Hire |  | Rehire |  | On-Campus Staff |  | On-Campus Faculty |  | On-Campus Teacher |  | Student |
| Date of Birth |  |

**REASON FOR PAYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Faculty Overload |  | Additional Responsibilities |  | Honorarium |
|  | Summer Teaching |  | Extra Curricular (e.g., coaching) |  | Other (Describe below) |
|  | Chair Compensation |  | Exempt Staff Teaching |  |  |
| Describe the reason for the payment (e.g., course title and dates): |
| Beginning Date |  | End Date |  |

**PAYMENT INFORMATION**

|  |
| --- |
| List the pay dates and the amount to be paid on each date. **IF THE WORK PERFORMED IS/WAS NON-EXEMPT, A TIME CARD MUST BE ATTACHED TO THE PAYROLL WORKSHEET** AMOUNT PAYDATE AMOUNT PAYDATE AMOUNT PAYDATE |
| $ |  | $ |  | $ |  | TOTAL PAYMENT |
| $ |  | $ |  | $ |  |
| $ |  | $ |  | $ |  | $ |
| $ |  | $ |  | $ |  |

|  |  |
| --- | --- |
| **Supervisor Name** |  |

**FUNDING DEPARTMENT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Federal |  | Income |  | Grant | Name |  | Acct #-Object Code |  |

**ACCOUNT DISTRIBUTION (if more than one account)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Acct |  | % |  | Amount |  | Acct |  | % |  | Amount |  |

**PREPARER VERIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| PAF Prepared By |  | Telephone Extension |  |
| I-9 FormAttached |  | I-9 FormOn File |  | Tax FormsAttached |  | Recent Tax Forms On File (within calendar year) |  | Employee data sheet attached(All new hires) |  |

**SIGNATURE DATE SIGNATURE DATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Unit Administrator |  |  | SeniorAdministrator |  |  |
| **HUMAN RESOURCES SERVICES/PAYROLL USE ONLY** | Human Resources Services |  |  |

**ORIGINAL MUST BE SUBMITTED TO THE HUMAN RESOURCES SERVICES OFFICE. DEPARTMENTS SHOULD MAKE COPIES FOR THEIR FILES.**