

**EASTERN MICHIGAN UNIVERSITY
HONORARIUM/SUPPLEMENTAL EMPLOYMENT
REQUEST FOR PAYMENT**

CURRENT EMPLOYMENT STATUS

 Last Name First Name Middle Initial Employee ID # (Refer to Class Spec for FLSA)
 Job Title _____ Eclass and Grade _____ FLSA Exempt
 Staff Faculty Grad. Asst. Student Worker FLSA Non-exempt

ACCOUNT INFORMATION

This Expense: Org # _____ Org Name _____ Fund _____
 Home Dept: Org # _____ Org Name _____ Fund _____

TERMS OF EMPLOYMENT (be specific about nature and amount of work performed)

Dates of Employment From _____ To _____ (if future date, payment held until work completed)

If Supplemental, attach record of dates and hours worked. (Note: OT required if regular job fulltime and nonexempt)

Base Hourly Rate of Pay \$ _____ x Hours _____ x 1.5 OT (if applicable) = Total Payment \$ _____

Lump Sum Fee (only if exempt employee) \$ _____ (Note: If multiple payments; must submit request form for each one.)

CERTIFICATIONS: My regular supervisor has been informed of my additional work assignment and....

Honorarium. I certify that I have voluntarily elected to perform the work, as described above, which is **outside the scope of my regular job duties and on my own time.**

Supplemental. I certify that I have voluntarily elected to perform the work, as described above, which is **within the scope of my regular classification skills.** The work was not performed for my home department and/or budget account, **and was performed on my own time.** The requested payment includes an appropriate amount for overtime resulting from combined regular and supplemental work on each day or week.

 Signature of Employee

 Date

I certify that this employee worked as indicated above.

 Signature – Account Manager For This Expense

 Print Name

 Phone Number

 Date

APPROVALS (optional if not required by Division)

 Division Budget Office

 Date

 Dean, Vice President or President

 Date

FOR PAYMENT AUTHORIZATION, SEND THIS FORM TO:

• Faculty (Academic Budget, 106 Welch)

 Signature

 Date

• Graduate Assistant (Graduate School, Starkweather)

 Signature

 Date

• Students (Career Services, 311 King)

 Signature

 Date

• Staff (Human Resources, 202 Bowen)

 Signature

 Date

 University Budget Office

 Date

Explanation of Honorarium and Supplemental Payments

Honorariums

Honorariums are intended to be used to provide modest compensation to individuals who perform a function or service outside the scope of their regular job function and on their own time.

Supplemental

Supplemental payments are those made to bargained-for staff who perform a function or service to another department or account outside their regular job hours, but is the type of work within the normal scope of their regular job function.

Must be paid at regular rate of pay with recognition of overtime consideration for combined hours worked in that pay week if regular position is classified as FLSA "Non-Exempt." Contact Compensation Programs office at 7-2275 for assistance if necessary.

Instructions for Department Requesting the Payment

- Initiate and complete this form at least one week prior to start date for assignment. Provide all relevant information regarding the rationale for the payment. If multiple payments are desired, a separate request form must be submitted for each payment.
- Secure signatures of department head, divisional budget manager, and divisional executive, as appropriate. (Consult your division's budget office for questions regarding necessary approval signatures.)
- Retain a copy for your departmental files, and forward the original per instructions below.

After Receiving Necessary Division Approvals Forward Form and Documentation as Follows

Staff Employee Payments (regular and temporary):

Human Resources-Compensation
202 Bowen
(487-2275)

Graduate Assistant Payments:

Graduate School
Starkweather Hall
(487-0379)

Student Worker Payments:

Career Services
King Hall
(487-0400)

Faculty Payments:

Academic Budget
106 Welch
(487-0889)

Form will then be forwarded to:

Asst. VP, Academic Affairs
202 Boone
(487-0076)

Should you have any questions, please call the office responsible for that employee group category, as indicated above.