

## Compensation Payment Form Inventory

Payment Type	Form Name	Form Purpose	Eligibility	Type	Signatories	Location
<b>Supplemental Pay/ Contract Payments</b>	Additional Compensation Approval Request Form	Request and process payments for additional work or contractual agreements.	All Staff & Students	Lump sum or multiple cash payment	<ul style="list-style-type: none"> <li>Acct Mgr</li> <li>Dir/Dept Head</li> <li>Dean*</li> <li>Div Exec*</li> <li>Grants Acct*</li> <li>HR</li> </ul>	HR Forms
<b>Award Payment</b>	PAF	Part of formal, external recognition program or process with pre-determined eligibility and nomination selection criteria.	All Staff	Lump-sum cash payment	<ul style="list-style-type: none"> <li>Dean/Dir</li> <li>Fin Aid*</li> <li>Grants Acct*</li> <li>HR</li> </ul>	HR Forms
<b>Student Awards</b>	Request for Student Charges & Payments	Record and process student awards, account changes and payments.	All Students	Payment credited to student account.	<ul style="list-style-type: none"> <li>Requester</li> </ul>	Controller Forms
<b>Retirement Gift</b>	Gift Brochure through vendor	Select gift online selection through vendor.	All Staff retirees	Non-cash gift	<ul style="list-style-type: none"> <li>Benefits Dept</li> </ul>	Benefits
<b>Service Gift</b>	Gift Brochure through vendor	Select gift online selection through vendor.	All Staff with min of 10 years of services than every 5 yrs	Non-cash gift	<ul style="list-style-type: none"> <li>Benefits Dept</li> </ul>	Benefits

\*If applicable based on form policy and/or request