


## 200000 – Special Time Specific Payments - formerly Lump Sums (HSTSP)

This EPAF should be used when there is successful completion of a special project. This EPAF is limited to all OPS employees that do not have a regular position line of Faculty, AMP, or SP. Employees in this group are paid after the work has been completed.

Since there is no guarantee as to when these projects are completed, the EPAF uses 06/30/YYYY as the assignment end date. You will not be able to override this date. Once the employee's services are completed, Processing and Records will adjust the end date, accordingly.

### Tips:

-  The Query Date is always equal to the true begin date of the assignment.
- A new suffix is always created.
- Suffixes are never reused for this group.

### Example:

A department wants to hire an Exempt OPS employee for a special research project. The project will take two months to complete. Employee will get paid after the work has been completed. The employee's position number/suffix with this department will be 200000-00. Employee will begin on 10/05/2007.



- Query Date entered should be 10/05/2007
- Personnel Date entered should be 10/05/2007
- The new position number/suffix created will be 200000-00
- Assignment end date is defaulted to 06/30/YYYY

## **220000 – Special Time Specific Payments – Additional Comp. (HSTSP)**

This EPAF should be used when there is successful completion of a special project. This EPAF is used when a Faculty, AMP, or SP employee does special work projects outside of their regular position. Employees in this group are paid after the work has been completed.

Since there is no guarantee as to when these projects are completed, the EPAF uses 06/30/YYYY as the assignment end date. You will not be able to override this date. Once the employee's services are completed, Processing and Records will adjust the end date, accordingly.

### Tips:

- The Query Date is always equal to the true begin date of the assignment.
- A new suffix is always created.
-  - **Suffixes are never reused for this group.** 
- The account code under the Labor Distribution section must be 126050 for 'overload'.

### Example:

A department wants to hire an AMP employee for a special research project. The project will take two months to complete. Employee will get paid after the work has been completed. The employee's position number/suffix with this department will be 220000-00. Employee will begin on 10/05/2007.

- Query Date entered should be 10/05/2007
- Personnel Date entered should be 10/05/2007
- The new position number/suffix created will be 220000-00
- Assignment end date is defaulted to 06/30/YYYY



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### Approval to pay special time specific payments

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

Department Name \_\_\_\_\_

Campus Address: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
(Please Print Name)

Departmental Time Keeper \_\_\_\_\_ TKA # \_\_\_\_\_

Authorization is given to the payroll department to pay the following assignment:

Employee name \_\_\_\_\_ Z# \_\_\_\_\_

Position # \_\_\_\_\_ Suffix # \_\_\_\_\_

End date of assignment/project \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\*Payroll will process payment provided the following conditions are met:

- Forms must be filled out completely. Incomplete forms will be returned to the campus address on this form.
- Forms may be submitted to payroll upon completion of the assignment/project. Early forms will be returned.
- Assignment must be encumbered in NBPENCM.

Revised 03/14/2014

Reset Form