

Faculty Incentive Earnings Form Instructions

Purpose

CORRECT

Compensate faculty members for
research or academic productivity

INCORRECT

~~Compensate employees for
services performed~~

This form is to be used only for faculty incentive payments. Detailed supporting documentation should be provided for incentive calculations.

Instructions

1. Employee Information: Fill in the employee's **SOCIAL SECURITY NUMBER** and **FULL NAME**.
2. Incentives: Check appropriate incentive type. (School of Medicine must check either research or academic incentive.)
3. Payment & Costing Information: Complete the entire area for each payment. **Note:** If there is a payment being made under split accounts, use one line per account.
 - a) Payment End Date(s): This is the payment end date in which payment is to be paid (DD-MMM-YYYY); Example: 31-JUL-2002.
 - b) Distribution Amount(s): Fill in the amount(s) to be paid.
 - c) Account Number(s): Fill in the 32-digit account number(s).
4. Payment Description: Include a description of the payment(s) and the time period to which the payment(s) relates.
Example: Time Period of Payment(s)-January 2003 through March 2003
Description of Payment(s)-Research Incentive payment
5. Obtain appropriate signature approvals:
 - Department Chair or Supervisor
 - Dean's Office and Senior Administrator approval
6. Follow the applicable routing method below:
 - a) If the department initiating payment and the employee's department are the same:**
 - The employee's department originates the processing of the form and obtains the appropriate approvals.
 - The employee's department sends the original and first two copies of the form to the Dean's Office and the Dean's Office sends to the SVCO-HS. The approved form is then sent to Faculty Records.
 - Faculty Records sends the original copy of the form to Payroll for filing.
 - b) If the department initiating payment and the employee's department are different:**
 - The department initiating payment originates the processing of the form and obtains the appropriate approvals.
 - After removing their copy, the form is sent to the employee's department to obtain the required approvals.
 - The employee's department sends the original and first two copies of the form to the Dean's Office and the Dean's Office sends to the SVCO-HS. The approved form is then sent to Faculty Records.
 - Faculty Records sends the original copy of the form to Payroll for filing.