Faculty Incentive Earnings Form Instructions

Purpose

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.