

## ADPAY Request Instructions

**Awards (1410) / Awards Grossed Up (1414)** - *This is a monetary award given to an employee as recognition for service (i.e. Teaching Award, Outstanding Customer service, etc.). This process DOES NOT apply for student scholarship awards.*

- Awards – taxes taken out where as Awards Grossed Up – SAP automatically adds the tax to the amount to be paid before taxes
- The dates should be within the Time Recorded Pay Period of the Pay date
- Onetime payment awards only need to be filled in on the “Total Amount Paid” section
- Attach any memos and/or announcements for the award
- Must be signed by Department Head and Dean (at least one academic signature needed)
- If more than 10 awards use upload spread sheet  
(<http://www.purdue.edu/business/payroll/xls/awardUploadForm.xls>)
- Are not paid on Off-cycles
- Process found [at https://www2.itap.purdue.edu/bs/BPP/Processes/Awards.pdf](https://www2.itap.purdue.edu/bs/BPP/Processes/Awards.pdf)

**Extra Duty (1196) / Overload – Cont Edu/Non Cont Edu (1300)** – *This is when an activity is beyond the scope of an employee’s assigned duties and responsibilities, and applies to exempt staff only.*

- Start and End dates should match when the activity happens
- Appropriate documentation must be attached (Provost approvals if overloads for non-continuing edu)
- Total amount should be the total amount paid during the period of time addressed in the dates
- Period Rate/Amount/Hours should reflect the amount to be paid per month
- SAP does not calculate partial month payments on recurring and non-recurring entries (pays a flat amount)
- Overload Non- Cont Edu Process found at  
<https://www2.itap.purdue.edu/bs/BPP/Processes/Overloads%20General.pdf>
- Overload Cont Edu Process found at <https://www2.itap.purdue.edu/bs/BPP/Processes/Overloads%20CE.pdf>

**Housing Allowance (1455) / Moving Allowance (1435)** – *Financial assistance to help defray relocation expenses may be desired to supplement the salary and excellent benefits package offered to the candidate.*

- Start date should be first day of employment in most cases
- Offer letters **must** be attached
- Off-cycle form must be sent to payroll
  - Separate check is issued
- Process found at  
[http://www.purdue.edu/business/bpnews/News\\_Releases/Finance/Payments\\_and\\_Reimbursements/temporaryMovingAllowanceProced.html](http://www.purdue.edu/business/bpnews/News_Releases/Finance/Payments_and_Reimbursements/temporaryMovingAllowanceProced.html)

**Separation Pay (1445)** - *Supervisors and department heads anticipate the need to terminate a staff member's employment and confer with an Employee Relations Consultant.*

- Start date and End date must represent the last day in pay status
- For Bi-weekly employees:
  - pay is 10 regular working days
  - period rate/amount/hrs = Hourly Rate plus Shift Diff (if applicable) / # of regular work hrs for 10 day period
  - total pay = hourly rate x work hours
- For Monthly employees:
  - pay is ½ month of regular pay
  - period rate/amount/hours = full monthly rate
  - total pay = monthly rate divided by 2
- Note if Employee Relations has been contacted in the comments section

Policy found at [http://www.purdue.edu/policies/pages/human\\_resources/iv\\_14\\_1.html](http://www.purdue.edu/policies/pages/human_resources/iv_14_1.html)

**Distinguished, Named University, Named Professor Salary / University Faculty Scholar Supplements (1302) / PRF Distinguished Professor Salary Supplements (1420)** - Funds provided on an annual basis to designated faculty from their discretionary allocations as a supplement to their base salary.

- [Distinguished Named University and Named Professor](#)
- [University Faculty/Scholar Supplement](#)
- [PRF Distinguished Professorship Salary Supplement](#)
- Salary supplement payments are made in equal installments of 10 or 12, depending on whether the recipients are academic year or fiscal year faculty.
  - The funds are extended via the payroll process and included in the regularly scheduled paychecks.
  - These are approved on Support Document #5 by Provost
- Prior approval by Provost is needed for faculty coming in after the July (FY) or August (AY) budget
- PRF Distinguished Professor Salary Supplements are handled by the Provost Office. This supplement is included in the employees November and May pay.