ADDITIONAL PAYMENTS

The additional payment is used to produce an additional payment for an employee for pay that does NOT come from the employee's regular job OR to add to the employee’s current, normal payment.

To process an AP form, complete the following fields:

1. PAY ID – Enter MN for monthly payroll or BW for biweekly payroll.

2. PAY NUMBER – Enter the pay number that corresponds with the Pay ID (pay numbers can be found on the Payroll calendar which is available on the Payroll website).

3. EMPLOYEE ID# - Enter the employee’s ID number.

4. EMPLOYEE NAME – Enter the employee’s first name in the top row of boxes; enter the employee’s last name in the bottom row of boxes.

5. PAY PERIOD ENDING – Enter the next available pay period end date. (See deadlines listed on Payroll website for assistance.)

6. EARNINGS TYPE – Enter the earnings type of the Additional Payment (all earnings types are valid). Earnings types for staff are “STI” (stipend), “OVL” (overload), “RGH” (hourly), “RGS” (salaried), and “COM” (commission). Retirement is held out on STI, OVL, RGH, and RGS. If the additional payment is for a regular employee (i.e., in addition to their regular salary), the earnings type MUST be coded as “STI” or “OVL”.

   Additional payments for Temporary Faculty should be entered with an earnings type of “RGS”.

   Additional payments for Graduate Students should be entered with an earnings type of “RFX”.

7. RATE/AMT – Enter the lump sum payment amount or, if the payment is based on an hourly rate, enter the pay rate in the RATE/AMT field and enter the number of hours in the TIME field. If employee worked more than 40 hours per week, the rate must be figured at time and a half.

8. POSITION # – Enter the employee’s current position number.

9. INDEX # – Enter the index number against which the payment is to be charged.

10. BUDGET TRANSFER # and AMOUNT -- Enter the budget transfer number and amount.

11. DESCRIPTION – Enter a COMPLETE description of the additional payment (what, why, where, when).

12. AUTHORIZED BY – Sign the AP, obtain approval signatures, and forward the form to the Provost’s Office, MS 3400, (If faculty) or to Human Resources, MS 3150 (if staff).
SIGNATURES SHOULD INCLUDE:

Signature of person completing the AP form and phone number (for staff and faculty).

Signature of Chairperson or Supervisor.

Signature of Dean or Director.

Signature of Grant Accountant, IF GRANT ACCOUNT (for staff and faculty).

Signature of Provost (for faculty) or Human Resources Director (for staff).

The payment will be included in the employee’s next available normal payroll check. (Please check the payroll calendar to find the next available check date; requests received after the payroll run date shown on the calendar will be processed in the next payroll.)

CALCULATING PAYMENT

To determine the amount to be entered in the Rate/Amt field on the AP form, following the calculation procedures below based on the end result you are trying to determine: Examples are based on a $1,000 figure. Replace $1,000 with the required number.

**If the budget should be charged a total of $1,000**

Fica Rate: .062  Medicare Rate .0145
MOSERS Rate (FY 2014): .1698  CURP Rate (FY 2014): .0638

Step 1: Calculate rate to be used:
If employee has MOSERS: 1.00+.062+.0145+.1698 = 1.2463

Step 2: Calculate Gross amount to be entered in Rate/Amt field on AP form
$1,000 / 1.2463 = $802.38

Step 3: Enter $802.38 in the Rate/Amt field on the AP form. The amount of the necessary budget transfer will be $1,000.

**If employee has CURP the rate is:** 1.00+.062+.0145+.0638= 1.1403

**Budget charges for a Rate/Amt of $1,000 (gross pay)**

Fica Rate: .062  Medicare Rate .0145
MOSERS Rate (FY 2014): .1698  CURP Rate (FY 2014): .0638

Step 1: Calculate rate to be used: 1.00+.062+.0145+.1698 = 1.2463
Step 2: Calculate total budget charges for a $1,000 gross payment
$1,000 x 1.2463 = $1,246.30
Step 3: The amount of the necessary budget transfer will be $1,246.30.

**If employee has CURP the rate is:** 1.00+.062+.0145+.0638= 1.1403
If the Net pay before taxes (employee pays federal and state taxes) of $1,000

Fica Rate: .062  Medicare Rate .0145  
MOSERS Rate (FY 2014): .1698  CURP Rate (FY 2014): .0638

Step 1: Calculate gross up rate:  1.00 – (.062+.0145) = .9235
Step 2: Calculate gross wages for a net (before tax) payment of $1,000
   $1,000 / .9235 = $1,082.84
Step 3: Calculate total budget charges on $1,082.84
   $1,082.84 x 1.2463 = $1,349.54
Step 4: Enter $1,082.84 in Rate/Amt field on AP form. The amount of the necessary
budget transfer will be $1,349.54

If employee has CURP the rate is:  1.00+.062+.0145+.0638= 1.1403

If the net pay after taxes (Employer pays federal and state tax) is $1,000

Fica Rate: .062  Medicare Rate .0145  
MOSERS Rate (FY 2014): .1698  CURP Rate (FY 2014): .0638

Federal Tax Rate .25  State Tax Rate .06

Step 1: Calculate gross up rate:  1.00 – (.062+.0145+.25+.06) = .6135
Step 2: Calculate gross wages for a net (after tax) payment of $1,000
   $1,000 / .6135 = $1,629.99
Step 3: Calculate total budget charges on $1,629.99
   $1,629.99 x 1.2463 = $2,031.46
Step 4: Enter $1,629.99 in Rate/Amt field on AP form. The amount of the
necessary budget transfer will be $2,031.46.

If employee has CURP the rate is:  1.00+.062+.0145+.0638= 1.1403

BUDGET TRANSFERS

If you need to transfer funds to cover an Additional Payment (AP), complete a budget transfer
and list your budget transfer number and amount on the bottom of the AP form in the spaces
provided.

EACH INDIVIDUAL PAYS FICA, which is deducted from the GROSS PAY AMOUNT through
the payroll process. In addition, the UNIVERSITY PAYS MATCHING FICA, which MUST be
included in the amount of your transfer.

It is optional to include the individual's portion of FICA in your transfer if you want the individual
to net an approximate dollar amount.

Taxes are the responsibility of the individual and will be withheld according to the recipient’s
unique tax situation.