

## Summary of Payment Methods for Non-Employees and Employees

### Non-Employee Payment Methods (Non-students)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
<b>Honorarium</b>	NO	NO	<ul style="list-style-type: none"> <li>• Token payment to non-employee in recognition of special service for which custom or propriety forbids any fixed business price to be set</li> <li>• Recipient may not set the honorarium amount</li> <li>• Generally oral presentations made at University-sponsored functions</li> <li>• Informal arrangement; it does NOT involve a contract or invoicing</li> <li>• Process through Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Honorarium</a></li> <li>• Documentation specifying payment that was provided to individual</li> <li>• Reference PO #</li> </ul>	<ul style="list-style-type: none"> <li>• Requestor</li> <li>• Dean or Designee</li> <li>• Vice President, if over \$2,000</li> </ul>	When appropriate
<b>Awards &amp; Prizes</b>	NO	NO	<ul style="list-style-type: none"> <li>• Random drawings or contest prizes</li> <li>• Other awards or prizes</li> <li>• Paid through Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Awards &amp; Prizes Form</a></li> <li>• Reference PO #</li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal Administrator or Dean or designee, as appropriate</li> </ul>	When appropriate
<b>Research/ Survey Participant</b>	NO	NO	<ul style="list-style-type: none"> <li>• Payment for participation in VCU research/survey project</li> <li>• Paid through petty cash, direct pay or gift card</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Petty Cash</a></li> <li>• <a href="#">Direct Pay Form</a></li> <li>• <a href="#">Substitute W-9 Form</a></li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal Administrator</li> </ul>	When appropriate
<b>Independent Contractor</b>	NO	NO	<ul style="list-style-type: none"> <li>• Meets IRS criteria as Independent Contractor – <a href="#">guidelines and checklist</a></li> <li>• Paid through Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Independent Contractor Agreement Form</a></li> <li>• Reference PO #</li> </ul>	<ul style="list-style-type: none"> <li>• Requesting Department Dean or Designee</li> </ul>	When appropriate

# Summary of Payment Methods for Non-Employees and Employees

## Student Payment Methods (Non-employees)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
<b>Honorarium</b>	<i>Students cannot receive Honorarium payments</i>					
<b>Awards &amp; Prizes</b>	NO	NO	<ul style="list-style-type: none"> <li>Only random drawings or contest prizes can be paid through Accounts Payable; all others must be processed through Financial Aid</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Awards &amp; Prizes Form</a></li> <li>Reference PO #</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Research/ Survey Participant</b>	NO	NO	<ul style="list-style-type: none"> <li>Payment for participation in VCU research/ survey project</li> <li>Paid through petty cash, direct pay or gift card</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Petty Cash</a></li> <li><a href="#">Direct Pay Form</a></li> <li><a href="#">Substitute W-9 Form</a></li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Independent Contractor</b>	NO	NO	<ul style="list-style-type: none"> <li>Meets IRS criteria as Independent Contractor – <a href="#">guidelines and checklist</a></li> <li>Paid through Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Independent Contractor Agreement Form</a></li> <li>Reference PO #</li> </ul>	<ul style="list-style-type: none"> <li>Requesting Department Dean or Designee</li> </ul>	When appropriate
<b>All other payments, stipends, etc.</b>	NO	NO	<ul style="list-style-type: none"> <li>Paid through <a href="#">Financial Aid</a></li> <li>Amounts paid may impact Financial Aid</li> <li>Note for summer payments, contact Manager of Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Financial Aid Forms</a></li> </ul>	<ul style="list-style-type: none"> <li>Financial Aid</li> </ul>	When appropriate

# Summary of Payment Methods for Non-Employees and Employees

## Faculty Supplemental Pay Methods

(When primary job is faculty, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	33 1/3%	Forms Needed	Approval Needed	Timing
<b>Overload Job</b>	YES	NO	<ul style="list-style-type: none"> <li>In general, only available for 9/10 mo. faculty</li> <li>Usually for work done during summer/ intersession</li> <li>May be for teaching Continuing Education (CE) courses, if outside scope of faculty member's regular responsibilities; occasional; for a limited duration (e.g., one or two days or one or two weeks); and if compensation to be paid is nominal relative to faculty member's contractual salary</li> <li>Typically adjunct pay (though may be hourly)</li> <li>Cannot have overload if during academic year and either primary or overload job is grant-funded</li> </ul>	YES	<ul style="list-style-type: none"> <li><a href="#">Faculty Overload Job Request Form</a> or</li> <li>If CE instruction, use <a href="#">Faculty Continuing Education Instruction form</a></li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean</li> <li>VP, if applicable</li> <li>Home Department - except for summer school or winter intersession</li> </ul>	Generally during summer and/or intersession
<b>Temporary Salary Increase</b>	YES	TEMP	<ul style="list-style-type: none"> <li>Must be approved through off-cycle increase process</li> <li>Interim assignments or temporary project</li> <li>Part of total salary, but segmented as "secondary job"</li> <li>Included as part of retirement calculation/ contribution</li> </ul>	NO	<ul style="list-style-type: none"> <li><a href="#">Faculty Off-Cycle Salary Increase Form</a> for temporary pay</li> <li>Contract</li> <li>PAF for special rate</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean</li> <li>VP</li> <li>VCU Faculty Employment Cmte. approval, if Admin/Prof faculty &amp; more than 10%</li> <li>President &amp; BOV</li> </ul>	When appropriate
<b>Off-Cycle Salary Increase</b>	YES	YES	<ul style="list-style-type: none"> <li>Expanded duties, change in title, competitive offer, or other change in base pay</li> </ul>	NO	<ul style="list-style-type: none"> <li><a href="#">Faculty Off-Cycle Salary Increase Form</a></li> <li>Contract</li> <li>PAF</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean</li> <li>VP</li> <li>VCU Faculty Employment Cmte. approval, if Admin/ Prof faculty &amp; &gt;10%</li> <li>President &amp; BOV</li> </ul>	When appropriate
<b>Annual Salary Increase</b>	YES	YES	<ul style="list-style-type: none"> <li>Faculty Salary Administration Process</li> </ul>		<ul style="list-style-type: none"> <li>Faculty Salary Increase spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean</li> <li>Vice President</li> <li>President &amp; BOV</li> </ul>	Once per fiscal year, normally 11/25
<b>Annual Bonus</b>	YES	YES	<ul style="list-style-type: none"> <li>Part of Faculty Salary Administration Process</li> <li>One-time lump-sum award for exceptional performance beyond prescribed expectations of faculty member's duties</li> <li>For overall exceptional performance or exceptional accomplishments</li> <li>Typically paid in February of each year</li> </ul>	NO	<ul style="list-style-type: none"> <li>Faculty Salary Increase spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean</li> <li>VP</li> <li>President &amp; BOV</li> </ul>	<ul style="list-style-type: none"> <li>Once per fiscal year</li> <li>Coincides with fall faculty salary increases, normally 11/25</li> </ul>
<b>Off-Cycle Bonus</b>	YES	YES	<ul style="list-style-type: none"> <li>One-time lump-sum award for exceptional performance beyond prescribed expectations of faculty member's duties</li> <li>For overall exceptional performance or exceptional accomplishments</li> </ul>	NO	<ul style="list-style-type: none"> <li><a href="#">Faculty Off-Cycle Bonus Award Form</a></li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean</li> <li>President &amp; BOV</li> </ul>	When appropriate
<b>President/ VP-Apprv'd Award</b>	YES	YES	<ul style="list-style-type: none"> <li>University-wide or VP-sanctioned awards (ex., PACME)</li> <li>Processed through Payroll</li> </ul>	NO	<ul style="list-style-type: none"> <li>Memo to Payroll with VP signature</li> </ul>	<ul style="list-style-type: none"> <li>Dean or Department Head</li> <li>VP</li> <li>President</li> <li>Award Cmte. Chair</li> </ul>	When appropriate
<b>Prize</b>	YES	NO	<ul style="list-style-type: none"> <li>For random drawings or contest prizes paid through Accounts Payable (department must report this information to Payroll)</li> </ul>	NO	<ul style="list-style-type: none"> <li><a href="#">Awards &amp; Prizes Form</a></li> <li>Email to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Research/ Survey Participant</b>	NO	NO	<ul style="list-style-type: none"> <li>Payment for participation in VCU research/ survey project</li> <li>Paid through petty cash, direct pay or gift card</li> </ul>	NO	<ul style="list-style-type: none"> <li><a href="#">Petty Cash</a></li> <li><a href="#">Direct Pay Form</a></li> <li><a href="#">Substitute W-9 Form</a></li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Independent Contractor</b>	<i>Employees are not eligible for Independent Contractor payments</i>						
<b>Honorarium</b>	<i>Employees are not eligible for Honorarium payments</i>						

# Summary of Payment Methods for Non-Employees and Employees

## Classified Supplemental Pay Methods

(When the primary job is classified, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
<b>Overload Job</b>	YES	NO	<ul style="list-style-type: none"> <li>Hourly</li> <li>Adjunct if primary job is exempt</li> </ul>	<i>Hourly:</i> PAF & Wage PD  <i>Teaching Adjunct:</i> PAF & Contract  <i>Non-Teaching Adjunct:</i> Adjunct Faculty Other PD form & Contract	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> </ul>	When appropriate
<b>Temporary Pay</b>	YES	TEMP	<ul style="list-style-type: none"> <li>Interim assignments or temporary project</li> <li>Part of total salary, but not included as part of base pay</li> <li>Not included as part of retirement calculation</li> </ul>	<ul style="list-style-type: none"> <li>PAF</li> <li>PAW</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> <li>HR Generalist</li> </ul>	When appropriate
<b>Classified Pay Practices</b>	YES	YES	<ul style="list-style-type: none"> <li>Change in base pay through Role Change, In-Band Adjustment, competitive offer</li> </ul>	<ul style="list-style-type: none"> <li>eJobs submission (EWP, PAW, &amp; PAF)</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> <li>HR Generalist</li> </ul>	Effective 10 <sup>th</sup> of the month, if received by 1 <sup>st</sup> of that month
<b>Annual Salary Increase</b>	YES	YES	<ul style="list-style-type: none"> <li>Annual Classified Salary Increase Process</li> </ul>	<ul style="list-style-type: none"> <li>Performance Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Employee</li> <li>Supervisor</li> <li>Reviewer</li> </ul>	Once per fiscal year, normally 11/25
<b>Classified Recognition Bonus</b>	YES	YES	<ul style="list-style-type: none"> <li>One-time lump-sum award for extraordinary achievement or accomplishments</li> <li>Maximum \$2,000 per year</li> </ul>	<ul style="list-style-type: none"> <li>Classified Recognition Award Action Form</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> <li>HR Generalist</li> </ul>	Effective 10 <sup>th</sup> of the month, if received by 1 <sup>st</sup> of that month
<b>President/VP-Apprv'd Award</b>	YES	YES	<ul style="list-style-type: none"> <li>University-wide or VP-sanctioned awards (ex., PACME)</li> <li>Processed through Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Memo to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Dean or Department Head</li> <li>VP</li> <li>President</li> <li>Award Cmte. Chair</li> </ul>	When appropriate
<b>Prize</b>	YES	NO	<ul style="list-style-type: none"> <li>For random drawings or contest prizes paid through Accounts Payable (department must report this information to Payroll)</li> </ul>	<ul style="list-style-type: none"> <li>Awards &amp; Prizes Form</li> <li>Email to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Research/Survey Participant</b>	NO	NO	<ul style="list-style-type: none"> <li>Payment for participation in VCU research/survey project</li> <li>Paid through petty cash, direct pay or gift card</li> </ul>	<ul style="list-style-type: none"> <li>Petty Cash</li> <li>Direct Pay Form</li> <li>Substitute W-9 Form</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Independent Contractor</b>	<i>Employees are not eligible for Independent Contractor payments</i>					
<b>Honorarium</b>	<i>Employees are not eligible for Honorarium payments</i>					

## Summary of Payment Methods for Non-Employees and Employees

### Hourly, Student Worker or Work-Study Supplemental Pay Methods

(When the primary job is Hourly, Student Worker or Work-Study, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
<b>Overload Job</b>	YES	NO	<ul style="list-style-type: none"> <li>Hourly</li> <li>Student Worker</li> <li>Work-Study</li> </ul>	PAF & Wage PD	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> <li>Financial Aid if overload job is another work-study</li> <li>Office of International Education if on visa</li> </ul>	When appropriate
<b>Pay Practices</b>	YES	YES	<ul style="list-style-type: none"> <li>Change in base pay through Role Change for hourly workers; or</li> <li>In-Band Adjustment for change in duties only (for hourly workers, student workers or work-study)</li> </ul>	<ul style="list-style-type: none"> <li>PAF</li> <li>Wage PD</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> <li>HR Generalist</li> </ul>	Effective 10 <sup>th</sup> of the month, if received by 1 <sup>st</sup> of that month
<b>Annual Salary Increase</b>	YES	YES	<ul style="list-style-type: none"> <li>Annual Classified Salary Increase Process</li> </ul>	<ul style="list-style-type: none"> <li>Email notification by PA if not granting</li> </ul>	<ul style="list-style-type: none"> <li>Employee</li> <li>Supervisor</li> <li>Reviewer</li> </ul>	Once per fiscal year, normally 11/25
<b>President/ VP-Apprv'd Award</b>	YES	YES	<ul style="list-style-type: none"> <li>University-wide or VP-sanctioned awards (ex., PACME)</li> <li>Processed through Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Memo to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Dean or Department Head</li> <li>VP</li> <li>President</li> <li>Award Cmte. Chair</li> </ul>	When appropriate
<b>Prize</b>	YES	NO	<ul style="list-style-type: none"> <li>For random drawings or contest prizes paid through Accounts Payable (department must report this information to Payroll)</li> </ul>	<ul style="list-style-type: none"> <li>Awards &amp; Prizes Form</li> <li>Email to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Research/ Survey Participant</b>	NO	NO	<ul style="list-style-type: none"> <li>Payment for participation in VCU research/ survey project</li> <li>Paid through petty cash, direct pay or gift card</li> </ul>	<ul style="list-style-type: none"> <li>Petty Cash</li> <li>Direct Pay Form</li> <li>Substitute W-9 Form</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Independent Contractor</b>	<i>Employees are not eligible for Independent Contractor payments</i>					
<b>Honorarium</b>	<i>Employees are not eligible for Honorarium payments</i>					
<b>Financial Aid</b>	NO	NO	<ul style="list-style-type: none"> <li>For student workers and work-study</li> <li>Paid through Financial Aid</li> </ul>	<ul style="list-style-type: none"> <li>Financial Aid Forms</li> </ul>	<ul style="list-style-type: none"> <li>Financial Aid</li> </ul>	When appropriate

## Summary of Payment Methods for Non-Employees and Employees

### Post-Doctoral Fellow, Graduate Assistant Supplemental Pay Methods

(When the primary job is Post-Doctoral Fellow or Graduate Assistant, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
<b>Overload Job</b>	YES	NO	<ul style="list-style-type: none"> <li>Hourly</li> <li>Adjunct</li> </ul>	<i>Hourly:</i> PAF & Wage PD  <i>Teaching Adjunct:</i> PAF & Contract  <i>Non-Teaching Adjunct:</i> Adjunct Faculty Other PD form & Contract	<ul style="list-style-type: none"> <li>Program Director</li> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> <li>Office of international Education if on visa</li> </ul>	When appropriate
<b>Stipend Increase</b>	YES	YES	<ul style="list-style-type: none"> <li>Stipend Increase</li> </ul>	<ul style="list-style-type: none"> <li>PAF</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> <li>HR Generalist</li> </ul>	When appropriate
<b>Annual Salary Increase</b>	YES	YES	<ul style="list-style-type: none"> <li>Annual Classified Salary Increase Process</li> </ul>	<ul style="list-style-type: none"> <li>PAF</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> </ul>	Once per fiscal year, normally 11/25
<b>President/ VP-Appv'd Award</b>	YES	YES	<ul style="list-style-type: none"> <li>University-wide or VP-sanctioned awards (ex., PACME)</li> <li>Processed through Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Memo to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Dean or Department Head</li> <li>VP</li> <li>President</li> <li>Award Cmte. Chair</li> </ul>	When appropriate
<b>Prize</b>	YES	NO	<ul style="list-style-type: none"> <li>For random drawings or contest prizes paid through Accounts Payable (department must report this information to Payroll)</li> </ul>	<ul style="list-style-type: none"> <li>Awards &amp; Prizes Form</li> <li>Email to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Research/Survey Participant</b>	NO	NO	<ul style="list-style-type: none"> <li>Payment for participation in VCU research/survey project</li> <li>Paid through petty cash, direct pay or gift card</li> </ul>	<ul style="list-style-type: none"> <li>Petty Cash</li> <li>Direct Pay Form</li> <li>Substitute W-9 Form</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Independent Contractor</b>	<i>Employees are not eligible for Independent Contractor payments</i>					
<b>Honorarium</b>	<i>Employees are not eligible for Honorarium payments</i>					

NOTE: Post-Doctoral Fellows on a training grant are paid through Accounts Payable, not through Payroll. Graduate Assistants may be paid through Accounts Payable or Financial Aid, based on requirements of the paying agency.

# Summary of Payment Methods for Non-Employees and Employees

## Adjunct Supplemental Pay Methods

(When the primary job is Adjunct, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
<b>Overload Job</b>	YES	NO	<ul style="list-style-type: none"> <li>Adjunct</li> <li>Hourly</li> <li>Cumulative FTE of all jobs cannot exceed .5 in any given semester</li> </ul>	<i>Faculty Overload Job Request form and the following:</i>  <i>Teaching Adjunct: Contract</i>  <i>Non-Teaching Adjunct: Adjunct Faculty Other PD form &amp; Contract (if applicable)</i>  <i>Hourly: Wage PD</i>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean</li> <li>VP</li> <li>PA</li> </ul>	When appropriate
<b>Annual Salary Increase</b>	YES	YES	<ul style="list-style-type: none"> <li>Annual Classified Salary Increase Process</li> </ul>	<ul style="list-style-type: none"> <li>PAF</li> </ul>	<ul style="list-style-type: none"> <li>Unit Head</li> <li>Dean or Department Head</li> <li>PA</li> </ul>	Once per fiscal year, normally 1/10
<b>President/VP-Apprv'd Award</b>	YES	YES	<ul style="list-style-type: none"> <li>University-wide or VP-sanctioned awards (ex., PACME)</li> <li>Processed through Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Memo to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Dean or Department Head</li> <li>VP</li> <li>President</li> <li>Award Cmte. Chair</li> </ul>	When appropriate
<b>Prize</b>	YES	NO	<ul style="list-style-type: none"> <li>For random drawings or contest prizes paid through Accounts Payable (department must report this information to Payroll)</li> </ul>	<ul style="list-style-type: none"> <li>Awards &amp; Prizes Form</li> <li>Email to Payroll</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Research/Survey Participant</b>	NO	NO	<ul style="list-style-type: none"> <li>Payment for participation in VCU research/survey project</li> <li>Paid through petty cash, direct pay or gift card</li> </ul>	<ul style="list-style-type: none"> <li>Petty Cash</li> <li>Direct Pay Form</li> <li>Substitute W-9 Form</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Administrator</li> </ul>	When appropriate
<b>Independent Contractor</b>	<i>Employees are not eligible for Independent Contractor payments</i>					
<b>Honorarium</b>	<i>Employees are not eligible for Honorarium payments</i>					