

Instructions for Completing the PERS 916 Additional Payment Form

Revised April 2009

The PERS 916 form identifies the activity, compensation, funding and serves as the request for approval before services are rendered. After prior approval, completed forms must be received in Human Resources by the 10th of the month in which the first payment is to be made (mail Civil Service and Administrative/Professional Additional Payment Forms to 1300 Human Resources and All Other Additional Payment Forms to 1311 Human Resources). Sufficient funds must be allocated to the position and the Budget Office and/or Comptroller's Office must establish the account before the payment will be processed.

To view Additional Payment policies for a specific appointment type, see Policy **3.2.11 Employment in Excess of Full Time Assignment** at: <http://www.policy.ilstu.edu/policydocs/additional.htm>.

To view Additional Payment policies for Administrative/Professional Personnel for teaching purposes, see Policy **3.4.7 Employment for Teaching Purposes of Administrative /Professional Personnel** at http://www.policy.ilstu.edu/policydocs/ap_employment.htm.

Obtain approvals prior to service being rendered

Section 1: Complete for all employment types

1. *Name*–Type the name of the employee that will be receiving the additional pay.
2. *ID Number*–Type the Identification Number of the employee that will be receiving the additional pay.
3. *Primary Appointment*–Select the employee's primary appointment type at the University. **NOTE:** Select "Other" for individuals who do not meet the criteria for a two-party agreement and who cannot exceed a 3-month consecutive appointment.
4. *Job Class Title*– Type the job class title of the individual receiving the additional pay.
5. *Home (Rank) Dept./Unit #*–Type the department/unit number where the employee holds his/her primary appointment.
6. *Contact Name and Phone #*–Type the name and phone number of the person that Human Resources should contact if there are questions regarding the additional pay.
7. *Please pay \$*–Type the total amount of additional pay that the employee is to receive.
8. *Describe additional responsibilities*–Type a description of the additional responsibilities which the employee is receiving this payment for. Be as descriptive as possible including dates and times of the work.
9. *As a result of this assignment, will an adjustment in the employee's schedule be necessary?*–Select whether the additional responsibilities will be during the employee's normal work hours.
10. *Indicate how adjustments in schedule will be made*–If the additional responsibilities will be during the employee's normal work hours, provide how your schedule will be adjusted. For Civil Service, if additional duties are performed outside of home department, the schedule must be adjusted or you must take vacation time.

Section 2: Complete only if Civil Service Employee AND Assuming Temporary Responsibility for a Position in the Same Department

1. *Assuming Temporary Responsibility*–Type the name of the individual who generally (if filling in for a leave) or previously had these responsibilities.
2. *Job Class Title*–Type the job class title of the individual this additional pay is filling in for.

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Section 3: Complete for any employee teaching a credit generating course

1. *FTE assigned?*–Select the full-time equivalent (FTE) assigned.
2. *Dept #*–Type the department number of the credit-generating course.
3. *Course #*–Type the course number of the credit-generating course.
4. *Section #*–Type the section number of the credit-generating course.
5. *Credit Hours*–Type the number of credit hours applicable to the credit-generating course as defined in the Class Registration Directory.
6. *Course Begin Date*–Type the begin date of the credit-generating course.
7. *Course End Date*–Type the end date of the credit-generating course.
8. *Class Schedule: Days*–Type the days on which the credit-generating course is taught.
9. *Class Schedule: Time*–Type the time when the credit-generating course is taught.

Section 4: Complete for all employees.

Do not complete the Comments/Contingencies or any other box with an ✖ already in it. Human Resources will complete these areas.

1. *DEPT*–Type the department/unit # from which the employee is receiving the additional pay.
2. *ACCOUNT*–Type the 10-digit account number to which the payroll expenditure will be recorded. **Note:** It is the responsibility of the department to assure that the account/position number is correct and has been built by the Budget Office.
3. *POS*–Type the 5-digit position number identifier. See table below.

If the additional pay is for	Then
Faculty or A/P Extra pay for services rendered on an irregular or one-time basis	Group position number 71### (71+three-digit employing dept. number)
Administrative Increment: Externally funded grant (Faculty or A/P) →	Group position number 71###
All other →	Employee’s current position number
Graduate Assistant Extra pay or administrative increment	Group position number 08### (08+three-digit employing dept. number)
Civil Service Extra pay or administrative increment in home department	Employee’s current position number
Civil Service Extra pay outside of home department	Group position number 30### (30+three-digit employing dept. number)
Credit-generating course (Faculty)	Group position number 07### (07+three-digit employing dept. number)
Credit-generating course (A/P, Faculty Associate, Civil Service, or Substitute Teacher)	There is NO group position number. Department assigns appropriate NTT position number.

4. *AMOUNT*–Type the amount of pay the employee should receive from the associated account **each pay period**.
 - *Faculty, Administrative/Professional, Graduate Assistant*–Type the amount the individual is to receive per month.
 - *Exempt Civil Service*–Type the amount the individual is to receive per month.
 - *Non-Exempt Civil Service*–Type the amount the individual is to receive per hour.

5. *TYP*–Select the three-character code that identifies the type of payment being made. See table below.

If payment is for	Then select TYP
Faculty, A/P, Faculty Associate, Substitute Teacher extra pay for additional responsibilities on an irregular or one-time basis.	FEP
Faculty teaching a credit-generating course.	FOL
A/P, Faculty Associate, Substitute Teacher teaching a credit generating course.	FEP
Civil Service teaching a credit-generating course.	FRG
Faculty, A/P, Faculty Associate receiving a temporary salary increase for temporarily assigned duties, e.g., grant administration; acting position.	FAI
Academic not subject to SURS.	FNS
Employee whose Job Class is 888888, e.g., payment is for an individual who does not meet the criteria for a two-party agreement and who cannot exceed a 3-month consecutive appointment.	FRG
Graduate Assistant for additional responsibilities on an irregular or one-time basis.	GEP
Graduate Assistant who has a full-time assistantship and is also receiving monthly compensation for services not related to their assistantship, e.g., GA's serving as Graduate Student Association president or vice-president.	GAI
Civil Service receiving a temporary salary increase for temporarily assigned duties.	CAI
Civil Service extra pay for additional responsibilities on an irregular or one-time basis.	CAP
Civil Service not subject to SURS.	CNS

6. *BEGIN*–Type the date on which payment from the associated account can begin. MM/DD/YY
7. *END*–Type the date on which payment from the associated account will cease. No single distribution may cross fiscal years. MM/DD/YY
8. *%FM*–Type the percentage of payment to be made in the first month. This field is only used for Academic Employees when the begin date is not the first day of the month, e.g. 8/16.
9. *%LM*–Type the percentage of payment for the last month. This field is only used for Academic Employees when the end date is not the last day of the month, e.g. 5/15.

Print the Form and Obtain Signature: Complete for all employees.

1. Print the form (from the File menu, select Print).
2. Obtain signatures indicating **prior approval** before service is rendered:
 - Employee's signature
 - Employee's home (rank) department chair/director/supervisor
 - Academic Employee's dean/administrator
 - Employing department fiscal agent for the account the payment will be made from.
 - For graduate assistant payments: Director of Graduate Studies.
3. Forward the completed PERS 916 form with the required signatures to the appropriate department:
 - **Civil Service and Administrative/Professional** additional payments to 1300 Human Resources, Nelson Smith Building Room 101.
 - **All other** additional payments to 1311 Human Resources, Hovey Hall Room 207.