**Guidelines for Additional Pay Authorization Form**

**When do I use the Employee Additional Pay Authorization Form?**

In order to satisfy statutory obligations, all remuneration to SFU employees is paid through Payroll. This form is utilized to authorize additional pay to employees for work that is performed outside of their current job description. The work being performed and the subsequent payment must not circumvent any terms of the collective agreement for which the person belongs.

This form must include a description of the extraordinary nature of the assignment and the basis used for rate determination. This form does not replace any of the current forms and/or processes for payment such as the Personnel Action Requisition (PAR) or Payroll Appointment Form (PAF).

This form can also be used for payment of Honoraria to SFU employees. Request for payment should include a detailed description and must follow the guidelines established in Policy AD 3.17.

One time Honoraria payments made to Non SFU employees are to be processed through Payment Services using the payment requisition form.

**Over Arching Principles**

- Persons receiving Additional Pay must be in a continuing position
- Qualifying work must be outside of the current job description
- Authorization must be received prior to work being started
- Detailed description of work and a basis for rate determination
- To only be used when established polices and processes in collective agreements are not applicable.

**Who is eligible for Additional Pay Authorization Form?**

Only employees in continuing positions and members of the following employee groups are eligible to receive an Additional Pay form.

- APSA
- APEX
- SFUFA
- CUPE
- POLY

Note that extra hours worked by CUPE and POLY staff are generally governed by the terms of their respective collective agreements and this form should not be used in such cases.

If a person is not a member of the above employee groups please refer to Payroll website or contact payroll@sfu.ca to determine the correct form to use.

**Payments which are NOT ELIGIBLE on an Additional Pay Form**

- Work done within the scope of an employee’s job description
- A reward for good performance
- Compensation for temporary work performed at a higher level
- Extra hours or overtime
- Graduate Supervision
- Course Development and Preparation (other than FIC course oversight, CODE and Continuing Ed)
ADDITIONAL PAY AUTHORIZATION FORM

- Market Differentials
- Course Instruction (other than CODE and Continuing Ed)
- Directed Readings
- Administrative Stipends
- Setting exams and grading
- Exam Invigilator – use a Payroll Appointment Form
- Tutor/Exam Marker – use Payroll Appointment Form
- Payments for assisting Center for Students with Disabilities – use Payroll Appointment Form

What are the responsibilities of the hiring department?

The hiring department is the department that has asked the employee to perform the additional work. This may or may not be the employee’s current department. The hiring department is responsible to ensure that work performed outside of the employee’s position is in compliance with all relevant legislation and University policies. Moreover, the assessment of the work to be performed and the cost of that work is the responsibility of the hiring department.

The hiring department should ensure that the employee is made aware that these payments:

- will attract statutory deductions such as federal and provincial income tax at source, Employment Insurance, Canada Pension Plan, and WorkSafe BC.
- will not attract any SFU benefits, including pension.

How do I complete the form?

This form must:

- be completed prior to the employee starting the work outlined on this form;
- specify the fund, department, and account to which the costs of work will be charged. This may be different than the employee’s current department if the work is being performed for a hiring department that is not the employee’s current department;
- determine if the employee is being paid a lump sum or bi-weekly amount for a period of time;
- include a detailed description of the nature of the assignment and duties to be performed along with basis used for the rate determination;
- have approval and authorization from the employee’s supervisor prior to the work being performed;
- be sent to Human Resources or Academic Relations in a timely manner to ensure it is processed prior to an employee performing the work.

What are the two Authorization Signatures required?

- Two signatures are required to authorize the additional work. The first signature is that of the employee’s supervisor. The second signature is required as follows: If the work is being done in the employee’s regular department, the, one up, signature of the Faculty Dean or Department Director; OR
- If the work is being done for a different department, the signature of the supervisor of that department.

Routing/Approval

- Payments to SFUFA members must be sent to Academic Relations for approval prior to submission to Payroll.
- Payments to CUPE/POLY/APS/APEX members must be sent to Human Resources for approval prior to submission to Payroll.

Academic Relations and/or Human Resources will advise the department whether or not the payment has been approved.

A check box has been added to the bottom left hand corner with 2 options:
ADDITIONAL PAY AUTHORIZATION FORM

Return to Department after Approval

Submit to Payroll after Approval

Depending on the box you check this will result in either the form being returned to department, who will then be responsible for submitting the form to Payroll, or the form will be sent directly to Payroll after it has been approved.

Send to Research Accounting, for Principal Investigator Fee only after approval: Submit the form when work has been completed and final payment from the sponsor has been received and use account code 5412. If sponsor permits, bi-weekly payment amounts may be payable for a maximum of six months after work has been completed. Two authorized signatures are required from the Chair and Dean. Where a Faculty has no Chair or the employee is the Chair, an Associate Dean or a Faculty Director of Finance/Administration may sign.

These forms should be sent to Research Accounting first for funding approval. Then Research Accounting will route this to Academic Relations or Human Resources for their final signature.