

**UNIVERSITY OF NEW HAMPSHIRE
PROCEDURES FOR REQUESTING AND PAYING
ADDITIONAL COMPENSATION TO STAFF**

A. Prior To Employee Performing Services:

Hiring Department:

- Completes documentation required for additional compensation to staff
- Obtains required signatures

Business Service Center of hiring department:

- Ensures sufficiency of funds
- Reviews form for signature (or Dean/Director)
- Forwards completed documentation to Human Resources

Human Resources:

- Ensures:
 - Compliance with USNH/UNH policies for additional compensation to staff
 - Compliance with federal and state labor laws
 - Appropriate rate of compensation
- Approves or denies request
 - If approved, and external (“A”) funds are not involved, returns documentation to BSC
 - If approved, and external (“A”) funds are involved, forwards documentation to OSR
 - If denied, returns documentation to BSC with explanation for denial

Office of Sponsored Research [If External (“A”) Funds Are Involved]:

- Ensures:
 - Availability of sufficient funds in grant/contract budget
 - Proposed work will be within active grant/contract period
 - Compliance with specific sponsor terms and conditions
 - Compliance with applicable federal and state regulations for grants/contracts
- Endorses or denies request
 - If endorsed, retains documentation in OSR files for audit purposes and provides copies to BSC of hiring department
 - If denied, returns documentation to BSC with explanation for denial and provides a copy to HR, retaining a copy for OSR files

B. After Receipt of Approved Request

Hiring Department:

- For hourly-based additional pay, complete and approve hourly timesheets and submit to BSC

Business Service Center of hiring department:

- Enters and approves electronic pay document(s)

Office of Sponsored Research [If External (“A”) Funds Are Involved]:

- Reviews electronic pay document(s) and ensures:
 - Compensation is consistent with request
 - Continued availability of funds
 - Resolution of any new audit issues
- Approves electronic document(s)

Human Resources:

- Ensures electronic document(s) is(are) correct
- Approves electronic document(s)

PAYROLL:

- Issues payment(s)

C. Documentation

Business Service Center of Hiring Department

- Retains documentation of approvals
- Ensures documentation of hours during which additional effort occurs
- If also home department of employee, and additional effort occurs during normal working hours, ensures documentation of vacation/earned time

Business Service Center of Home Department

- If not the hiring department, and additional effort occurs during normal working hours, ensures documentation of vacation/earned time