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