



GSU Employee/Non-Employee Payments:

Awards, Services & Other Compensation

Table of Contents

Introduction.....	1
GSU Employee payments.....	2
Fee-based payment form.....	Exhibit A
Extra Compensation form.....	Exhibit B
GSU Employee payments Workflow Chart.....	5

Introduction

When surrounded by such great people as the staff/faculty here at Georgia State University, it is a difficult task to find different ways to honor and show appreciation for those individuals who contribute immeasurably to the success of the University as a whole. We search far and wide to recruit and work hard to retain the most highly qualified professionals to be a part of the great things happening on campus. One of the methods in which our many departments show appreciation for their employees is through the Award system. Throughout each year, individuals of outstanding character and accomplishment are acknowledged through a financial award paid to them. These accolades are but a small token of appreciation for the dedication and hard work put in by all on a daily basis.

In an effort to expand the talent pool from which we search for individuals to fill our vacant positions, we offer a relocation allowance/reimbursement component to offers of employment to candidates who do not reside locally. The process of relocation is a Herculean task in and of itself; the financial burden is one we would like to lighten. This type of award, as well as the financial award given for great accomplishments, is paid out through our Human Resources/Payroll department.

This document is meant to serve as a "how-to" guide for the processing of these types of payments. Due to the number of departments involved in this process from award issue to payout of award, our hope is that this manual helps to detail both the workflow and the required steps on the part of each department involved. It is our goal to improve our procedures as new information is gathered and we gauge the efficiency of our processes. This is our first step in that direction.



Georgia State University Foundation, Inc.
GSU Employee Payments: Awards, Services & Other Compensation

If a department wishes to pay a GSU Non-Employee for services rendered, those requests are submitted and processed in the same manner which all other disbursement requests are processed. Please prepare an approved disbursement request form accompanied by the proper supporting documentation. Specific details include: business purpose of event/service, invoice documenting goods/services rendered, date and time service was performed or goods were delivered, line item pricing, and a signed completed W-9 (for new vendors).

If a department wishes to pay a GSU Employee for services rendered, awards received, moving expenses or moving allowances, the payment must be processed through Human Resources/Payroll.

1. When processing a payment to a GSU Employee, the requesting college/department must submit an approved GSU Foundation Disbursement Request form along with detailed backup documentation as follows:

Documentation needed for one-time payments:

Services rendered – A signed and approved fee-based payment form (<http://www.gsu.edu/images/HR/feebased.pdf>) which details the name of the employee and the service provided as well as the dates, number of hours and hourly rate of service. (Exhibit A)

Recognition award – An award letter from the granting college/department listing the name of the employee to receive the award and signed by the Dean/Associate Dean

Moving expenses – A For The Record (FTR) request from the granting college/department signed by both the Head of the Academic Unit and the Associate Dean that verifies the amount of the moving expense reimbursement and the fully executed offer letter which indicates moving expenses will be covered.

Moving allowances – A signed offer of employment letter which specifies the amount of the relocation allowance the employee is to receive upon acceptance of the offer

Extra compensation – A signed and approved extra compensation form (<http://netcommunity.gsu.edu/NetCommunity/Document.Doc?id=1352>) which details the employee and the service provided, as well as compliance with the Extra Compensation Policy of GSU and the Policies of the Board of Regents (Exhibit B)

2. In Financial Edge (FE), the Accountant I checks the available budget of the assigned project to ensure sufficient funding to process the payment request. This information is obtained by running a Project Activity report for the charged project in the General Ledger module of FE.

3. The Accountant I will verify if a corresponding Grants & Contracts (G&C) speed type has been created for the assigned project. If so, the identified G&C speed type will be used to process the award payment. The granting college/department will be notified by the Disbursement Manager of the adjustments that need to be made (to include fringe benefits, when necessary) to the project budget to account for the total awarded amount. If an assigned project does not have a corresponding G&C speed type, one can be established along with a budget at the request of the granting college/department. G&C speed type and budget setup requests are to be directed to the Budget Manager. When processed by this method, payments are made through the University. (This method does not apply to fee-based payments)
4. For those departments that choose not to establish a speed type and budget for their projects, the Accountant I will assign the appropriate Grants & Contracts (G&C) Holding Project and speed type based on the type of service. The request is entered into FE by the Accountant I as an invoice payable to GSU – Grants & Contracts. These payments are posted to account xx-200300 (A/P - Miscellaneous Projects).

In FE, the invoice dates should be recorded as such:

Invoice Date: Date received

Post Date: Date entered

Due Date: Last day of the month or a projected date the employee will be paid. For example, if the request is received on Jan. 14 and the memo is delivered to HR on Jan. 18, the employee should receive payment by the end of the month. In this case, the due date used should be Jan. 31. The payment should appear on the Spectrum Query for FY 20XX Period 7.

5. The Fringe Benefits (FB) are added to the payment total in FE by the Accountant I. Those amounts are to be approved and posted to xx-200300. Payment for the award/allowance/reimbursement plus the FB will be made on the same payment.
6. The Disbursement Manager completes a memo to be signed by the Controller that provides approval for payment.
7. Upon signing, the Controller will return the approved memo to the Disbursement Manager for processing.
8. The Accountant I will make a copy and deliver the memo to HR for payroll processing. The original is to be sent with copies of the backup. The copy of the memo, along with the original disbursement request and backup documentation, is to be filed in the appropriate G&C Project Folder.

9. Upon payment, the Accountant I documents the date which the funds were disbursed and updates/reconciles the file that tracks all disbursement requests submitted to Human Resources/Payroll for payment. If the G&C speed type for the Foundation project was used to process the payment, the expense will show up in the monthly G&C upload and the University will be paid via EFT. If the G&C Holding project was used to process the payment, after running the Spectrum query to confirm the amounts of the Fringe Benefits, the Foundation will make the one lump sum payment to include both the award and Fringe Benefits amounts.
-

**GEORGIA STATE UNIVERSITY
FEE-BASED PAYMENT FORM**

Prior to employee performing duties, Human Resources must have all employment completed paperwork on file in the Human Resources' Office. If more than six months has elapsed since last payroll payment, employee needs to complete another employment packet in Human Resources. Failure to have this information on file prior to employment may delay payment to the employee or cause the University to be in violation of federal and state laws.

NAME: _____

EmplID: _____

SERVICES PERFORMED:
(attach additional sheet, if necessary)

Dates and contact hours services were performed:

DATES	HOURS	DATES	HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PAYMENT: _____ \$0.00

HOURLY RATE: _____

Recipient

Date

Organizational Approver (please print)

Organizational Approval

Date

Extension

Dean's Office Approval (when required)

Date

Extension

Account number to charge: _____

Grants & Contracts approval: _____
(if required)

rev 8/21/05

Georgia State University – Extra Compensation – Projection/Approval/Payment

Date Initiated _____

PART A: Description

Program Title _____		Program Date(s) _____
Name of Recipient _____		Recipient SSN _____
Faculty / Staff Title _____	College and Department _____	Contract (check one) A.Y. ____ F.Y. ____

Project ID _____
Coordinator _____

PART B: Projection

Type of Service	Hour(s)	Rate per Hour	Compensation
Instruction	_____	_____	_____
Prep / Plan Evaluation	_____	_____	_____
Maximum Extra Compensation Entitlement			_____
Negotiated Extra Compensation Entitlement			_____

PART C: Certification and Approval

It is certified that the projection for extra compensation on the program named above is in compliance with all provisions of the Extra Compensation Policy of Georgia State University and that the Policies of the Board of Regents, stated below, have been met.

1. The work is carried in addition to the normal full load. 2. No other qualified person is available to carry the work as part of his/her normal load.
3. The work produces sufficient income to be self-supporting. 4. Additional duties do not interfere with the performance of regular duties

_____/_____ Program Director	_____/_____ Date	_____/_____ Director of Continuing Education	_____/_____ Date
_____/_____ Recipient's Department Head	_____/_____ Date	_____/_____ Vice President/Academic Affairs	_____/_____ Date
_____/_____ Recipient's Dean/Vice President	_____/_____ Date	_____/_____ Vice President/Financial Affairs	_____/_____ Date

PART D: Certification of Performance and Fiscal Approval

Report of Actual Services Performed

Type of Service	Dates and Hours (ex. 9/7 – 4 hrs., 9/9 – 3 hrs.)	Total Hours	Rate	Compensation
Instruction	_____	_____	_____	_____
Prep / Plan Evaluation	_____	_____	_____	_____
Maximum Extra Compensation Entitlement				_____
Total Extra Compensation Due (Negotiated: Yes ____ No ____)				_____

I certify that the above information is an accurate representation of my instructional and non-instructional involvement in this program.

APPROVAL FOR PAYMENT

_____/_____ Program Director	_____/_____ Date	_____/_____ Recipient of Extra Compensation	_____/_____ Date
_____/_____ Recipient's Supervisor	_____/_____ Date	_____/_____ Coordinator/Project Accountant	_____/_____ Date
		_____/_____ Dean / Associate Dean	_____/_____ Date

GSU Employee Payments Workflow Chart



