**SUPPLEMENTAL PAYMENT REQUISITION**

**IMPORTANT-PLEASE NOTE:**
This form is used to request payment for services rendered to the University outside of his/her regular position. Additional Pay is paid as a lump sum amount and the Federal Tax Rate increases to 25%. Additional Pay Does Not Add to Retirement Grosses.

### FORM COMPLETION

**Dean, Director, Department Chairperson, Principal Investigator supplies:**
- **Employee Name and Boston College Eagle ID Number.**
- **Dates of service performed and current pay period end date. Start date must be a Sunday, and the end date must be a Saturday.**
- **Total Gross Amount for payment period.**
- **Authorized Departmental HR Account code.**
- **Seq # - last four digits (1 alpha and 3 numeric characters) displayed in the HR Account Code.**
- **Position Number if needed.**
- **Payment Calculation: Monthly employees enter either flat rate or the number of hours worked times the rate. Weekly/hourly employees MUST enter hourly rate times the number of hours worked.**
- **Authorized Signature: Designated Responsible Person for the account charged**
- **The form must then be forwarded to the Applicable Personnel for Approval. (See APPLICABLE PERSONNEL APPROVAL).**

### APPLICABLE PERSONNEL APPROVALS:

- **EXECUTIVES, DEANS, ADMINISTRATORS, FT/PT OFFICE OR CLERICAL STAFF, SERVICE WORKERS.**
- **FULL TIME FACULTY, PART TIME FACULTY, RELIGIOUS EDUCATION FACULTY.**
- **COLLEGE OF ADVANCING STUDIES FACULTY, SUMMER FACULTY.**

- The Applicable Personnel should forward the form to the appropriate office for approval. (See Below)

### UNRESTRICTED DEPARTMENTAL OPERATING FUNDS APPROVAL:
- **University Budget Office 129 Lake Street Ext. 2-3383**
- **Controler's Office 129 Lake Street Ext. 2-4620**
- **Office of Sponsored Programs 36 College Road Ext. 2-3374**
- **Controller's Office 129 Lake Street Ext. 2-3363**

**PLEASE MAKE A COPY FOR YOUR RECORDS**

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**CALCULATING DAILY PAY RATE FOR CONTRACTS AND GRANTS:**

This procedure for calculation of a daily rate is in accordance with the Federal Management Circular FMC-73-8. The principles for educational institutions. All Federal Agencies and all sub-contracts involving Federal funds are subject to FMC-73-8.

A.  12 Month Contract
   - 12 Month Salary = Daily Rate 260 days

B.  9 Month Contract
   - 9 Month Salary = Daily Rate 195 days

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**PLEASE MAKE A COPY FOR YOUR RECORDS**