



**BOSTON COLLEGE
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.

EAGLE ID #		EMPLOYEE NAME							PAY RUN	
EARN CODE	GROSS AMOUNT	JOB CODE	DEPT ID.	FUND	FUND SOURCE	ACCOUNT	SEQ #	PROJECT	PROGRAM	POS. NUMBER
SUP										

DESCRIPTION OF SERVICES RENDERED: -	PERIOD WORKED		
	FROM SUNDAY / /	TO SATURDAY / /	
	APPROVALS		
METHOD OF CALCULATING PAYMENT: - EXEMPT (MONTHLY EMPLOYEE) FLAT RATE \$ _____ OR HOURLY RATE _____ x NO. OF HOURS _____ = \$ _____ - NON-EXEMPT (WEEKLY/ HOURLY EMPLOYEE) * HOURLY RATE _____ x NO. OF HOURS _____ = \$ _____ *NOTE: Boston College is required by the Department of Labor to retain this documentation for all non-exempt employees. Please be advised that non-exempt employees should not be working a second job if total number of hours worked per week exceeds 40 when combined with hours worked in the employee's primary position. Previously approved exceptions will require that, for total hours exceeding 40 per week, time and a half be calculated (as specified by the Department of Labor) and added to the supplemental gross amount.	AUTHORIZED DEPARTMENT SIGNATURE	EXT.	DATE
	APPLICABLE PERSONNEL	EXT.	DATE
	BUDGET/ RESTRICTED LEDGER	EXT.	DATE

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) .

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: Const. Principles For Educational Institutions. All Federal Agencies and all sub-contracts involving Federal funds are subject to FMC-73-8.

- | | | | |
|----|--|----|---|
| A. | - 12 Month Contract | B. | - 9 Month Contract |
| - | $\frac{12 \text{ Month Salary}}{260 \text{ days}} = \text{Daily Rate}$ | - | $\frac{9 \text{ Month Salary}}{195 \text{ days}} = \text{Daily Rate}$ |

APPLICABLE PERSONNEL APPROVALS:

EMPLOYEE TYPE	APPROVAL LOCATIONS
Executives, Deans, Administrators, FT/PT Office or Clerical Staff, Service Workers.	Human Resources, 129 Lake Street, Room 240.
Full Time Faculty, Part Time Faculty, Religious Education Faculty.	Academic Vice President - Waul House. Woods College of Advancing Studies - St. Mary's Hall South, Ground Floor.
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

ENDOWMENT/RESTRICTED FUNDS APPROVAL:

Controller's Office 129 Lake Street Ext. 2-4620

CONTRACT & GRANT FUNDS APPROVAL:

Office of Sponsored Programs 36 College Road Ext. 2-3374

AGENCY FUNDS APPROVAL:

Controller's Office 129 Lake Street Ext. 2-3363

PLEASE MAKE A COPY FOR YOUR RECORDS