HUMAN RESOURCES

Non-Standard Payment Form

Date: Employment Category: Select Position Number and Suffix:

Employee Name: Employee Banner ID:

Employee Job Title: Employee ECLASS: Select

Employee Department Name: Employee Org Code:

Initiating Department Name: Initiating Dept Org Code:

Contact Name (Initiator): Contact E-Mail:

Earnings Code: Select

I certify that the work/award listed below is accurate and in accordance with UAP 2615, Non-Standard Payment Processing and employment area requirements.

Description of Work/Award	Total Pay Amount & Method of Pay Calculation

If extra compensation or clinical practice payments, then document start and end date of work performed or time period.

Start Date: End Date:

STOP - If submitting via Staff EPAF, then no signatures or index information needed. This will be documented on the EPAF.

If submitting for manual processing or submitting to HSC Faculty Contracts or Student Employment, then complete the following section as appropriate for your action.

Index information and Approving Signatures

Start Date:	End Date:	Index:	Account Code:	Percentage:	Contract & Grants Signature: *(Required Only if Non I&G Funding)*	Authorized Signature for Index:
				%		
				%		
				%		

Start and end dates reflect the pay period the employee will receive payment. If the NSP is received after the pay roll deadline, then the NSP will be processed for the following pay period.

Supervisor's Signature	*Department Head Signature*	*Dean/VP Signature*	*HR Consultant's Signature*

References:

Staff Non-Standard Payment EPAF guide - https://confluence.unm.edu/display/EKB/Staff+Non+Standard+Payment+EPAF
HSC Faculty Contracts NSP Training - https://hsc.unm.edu/academic-affairs/_files/faculty-nsp-epaf-training.pdf
UAP 2615: Non-Standard Payment Processing
UAP 3500: Wage and Salary Administration, Section 8, Extra Compensation
UAP 3210: Recruitment and Hiring