Instructions for filling out a Non-Standard Payment Form

Non standard payment processing is used to process payments to faculty, staff, and student employees for compensation that is not part of their regular bi-weekly or monthly pay.

1. **Payee UNM ID- UNM ID (This is not your SS#)**
2. **Payee Name (last, first, MI)**
3. **Initiating Department-Department where work was performed or granting payment**
4. **Contact Information- Name, office phone and email of person completing the form**
5. **Select Employee’s current employment category from the drop down list**
6. **Select the appropriate earn code from the drop down list**
7. **Justification for non-standard payment**
8. **Calculation for method of payment**
9. **Payee’s signature and primary department where employee works**
10. **Signatures are required**
11. **Enter index # and account code**
12. **Approval from appropriate accounting office for each index. Enter initials.**
13. **Department rep authorized to sign and date for index expense**

![Non-Standard Payment Form Example]