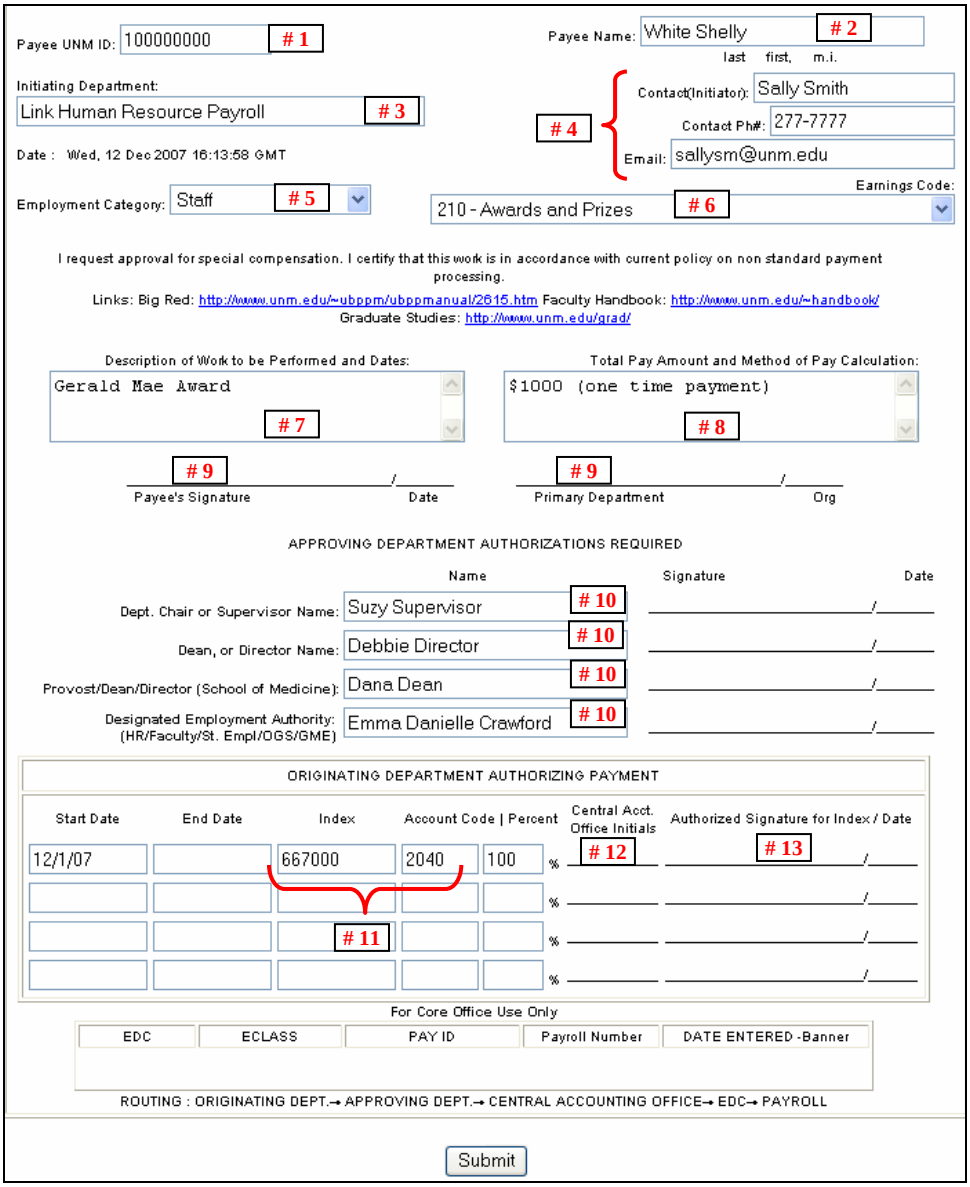
Instructions for filling out a Non-Standard Payment Form

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.	Payees 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