

Processing Special Payments

Status employees sometimes receive special payments that create an exception to normal pay. These payments are governed by USNH policy and policy should be reviewed prior to processing any special payment. These payments include payout of earned time, traditional vacation, or vacation time following a status termination or change to a different occupational type; SIP payments, ARC payouts, and bonuses. They may also include one-time payments made to an employee to compensate when additional dollars are due to the employee that hadn't previously been paid (i.e., if a shift premium was overlooked or a late hire processed).

Overview

Banner will require that ANY compensation be processed against an NBAJOBS record that is in turn associated with an active Position. For “Special Payments,” some are processed against the base appointment, if the source of funds is the exact same as that of the base appointment, and some are processed using KE (Part-Time/Full-Time Temp/Casual Exempt) positions as a source of funds.

This cheat sheet covers those payments using the same source of funds as a base appointment that will be setup using that existing job.

Appropriate payments may include a bonus or a retroactive payment of longevity. The payments will be charged to the base position's labor distribution and will be processed in the employee's normal pay id (hourly versus salary pay run).

Eligible Earn Codes include but are not limited to:

- 155, Retroactive payment of regular earnings due
- 340, Longevity, Retroactive payment due
- 347, Retroactive Payment for Shift Premium payment due
- 408, Bonus Recruitment
- 409, Bonus Range Max
- 410, Bonus Acting Appointment
- 417, Bonus Performance

Types of Payments Covered in this Cheat Sheet

- Bonuses are provided to employees as additional compensation for several reasons, including recruitment bonuses, bonuses for serving in an Acting Appointment or taking on additional duties, or completion of a special project and/or exemplary performance. Please review USNH policy for further information. If the special payment uses a separate source of funds from a base job use the Special Payments – Additional Job cheat sheet to pay the bonus on a pooled position.

- Retroactive Earnings Adjustments for base earnings that were not paid in the expected pay period because of late entry of a transaction or missed payments for items like shift or longevity.

Types of Payments Covered in other Cheat Sheets

- Bonuses are provided to employees as additional compensation for several reasons, including recruitment bonuses, bonuses for serving in an Acting Appointment or taking on additional duties, or completion of a special project and/or exemplary performance. Please review USNH policy for further information. This cheat sheet covers only those bonuses that use the same source of funds as a base job. If the special payment uses a different source of funds use the Special Payments – Additional Job cheat sheet to pay the bonus on a pooled position.
- Awards are one-time payments processed for employees who receive an “Award” such as annual Distinguished Teacher awards at the campuses. Use the Special Payments – Additional Job cheat sheet
- SIP Payments will be processed for employees who are terminating their service from USNH under a formal separation agreement or who have a legal settlement with USNH. Use the Special Payments – Additional Job cheat sheet for SIP payments for a formal separation. Use the Legal Settlement Cheat Sheet for SIP payments for a legal settlement.
- ARC Payments will be processed by the System Benefits Office for those terminating employees who have elected the ARC benefit as opposed to retiree medical and qualify for a lump sum payment under the ARC guidelines. Use the Special Payments – Additional Job cheat sheet
- UNH Police Clothing Allowance Payouts will be processed to employees who are receiving a clothing allowance for undercover duty. Use the Special Payments – Additional Job cheat sheet
- Vacation Payouts will be processed to employees who are terminating a status appointment that has accrued exempt employee vacation. The employee may be ending service to USNH or simply moving from one occupational type that earns vacation to one that doesn't, (i.e., PAT moving to tenure track faculty). These instructions are found in the Vacation and Earned Time Payout cheat sheet.
- Earned Time/Traditional Vacation Payouts will be processed to employees who are terminating a status appointment that has accrued earned time or traditional vacation through their Operating Staff appointment. The employee may be ending service to USNH or simply moving from one occupational type that earns earned time/traditional vacation to one that doesn't, (i.e., OS moving to PAT). These instructions are found in the Special Payments - Vacation and Earned Time Payout cheat sheet.

EPAF Entry for *DEFER EPAF

One Time Payment entered on Base Job	
Access NOAEPAF	
Enter Key Block Information:	
Name/ID	
Query Date	Enter as first day (Saturday) of the pay period for which earnings are being processed
Approval Category	*DEFER (use first character to indicate campus GSC=C, KSC=K, PSU=P, SYS=S and UNH=U)
Position	Position number of base job which will be used as funding source for this payment. Confirm that the base position is continuing past the current pay period otherwise the payment may be prorated by an early termination.
Suffix	Suffix of base job which will be used as funding source for this payment. Confirm that the base position is continuing past the current pay period otherwise the payment may be prorated by an early termination.
Next Block	
EARN	
Default Earning Effective Date	Same as Query Date
Earnings Code	Enter as appropriate: 155 Retroactive Compensation; 340 Retroactive Longevity Due, 347 Retroactive Shift Premium Due, 408 Bonus recruitment; 409 Bonus Range Max ; 410 Acting Appointment; 417 Bonus Performance.
Hours/Units	1
Deemed	Leave blank
Special Rate	Enter lump sum value
Shift	No visit field
Ended As of Date	First Day of the Following Pay Period
Save	
Routing Information, Save	
Transaction Comments, Save	
Submit Transaction	

- If the NBAJOBS record for this employee will terminate within the pay period that the default earnings are being established for, proration will occur. For example,

Field	If *DEFER change to “hit” on 1/1 and pay period ends 1/14 and job continues past current pay period	If *DEFER to change “hit” on 1/1 and pay period ends 1/14 but NBAJOBS record ends on 1/10
Querydate	Enter as Saturday, 1/1	Enter as Saturday, 1/1
Default Earning Effective Date	Enter as 1/1	Enter as 1/1
Earnings Code	Enter as appropriate	Enter as appropriate
Units	1	1

Special Rate	\$1000	\$1000
Ended as of Date	Enter as 1/15 – the first day of the following pay.	Enter as 1/15 – the first day of the following pay
NBAJOBS termination date	Not in current pay	1/10
Result:	As record is active for the full pay period identified, full payout of \$1000 will be processed.	Job is not active for last four days of pay period and so will payout only 60% of the lump sum value or \$600
Recommendation	Enter as prescribed	The Special Rate will have to be adjusted to accommodate the proration that will occur. (Intended Payout x 10 units per pay)/ Days of Active Appointment = Adjusted Special Rate.
Example		(\$1000 x 10 units per pay)/6 active appointment days in period = Adjusted Special Rate of \$1666.66