

Miscellaneous Payment Request Form

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- Resources
- OnBase Form
- Request Types
- Resources
- Demonstration of OnBase Form



- [Website](#)
- [Miscellaneous Payment Request Form in OnBase](#)
- [Additional Employment Appointment Form Instructions](#)
- Technical Letters
 - Faculty Awards: [TL-SA 2022-04](#)
 - Professional Development and Training: [HR-SA 2023-11](#); [TL-SA 2023-11 Supplement #1](#)
- [Pre-Approval to Offer Faculty Training & Professional Development Stipends](#) form



- Process Flow:
 - Department
 - Budget Reviewer
 - MPP or Appropriate Administrator
 - ABSO/Academic Affairs
 - Faculty Services
 - Payroll/Personnel
 - Payment is issued to faculty member
- The Budget Reviewer can be the DRO or college budget director
- Form may time out after 45 minutes of inactivity
- For large quantities of faculty, only input 100 rows at a time
- Departments are responsible for inputting correct funding information for payment purposes
- One form should be submitted per pay period. Refer to the [Master Payroll Calendar](#) for the inclusive dates for each pay period



- Faculty Awards
 - Faculty recognized for accomplishments, excellence, outstanding leadership in a field of study, or meritorious service
- Limitations
 - Award amounts must be \$5,000 or less; limited to \$10,000 per fiscal year
 - Paid in one installment only or one lump sum
 - Taxable
 - Work duties may not be compensated with an award
 - Not counted towards 125% workload maximum
- Form reminders
 - Input award name
 - Input description of award's purpose, nomination process, review and selection process, and award cycle



- Professional Development and Training Stipend Payments
 - Allows faculty to receive a stipend if they participate in and complete pre-approved training and professional development activities
 - Required trainings (like CSU Learn sessions) are not compensable with this stipend
 - The [Pre-Approval to Offer Faculty Training & Professional Development Stipends](#) must be approved before the activity begins and added to the Miscellaneous Payment Form
- Limitations
 - One taxable payment per activity is allowed, after the completion of the activity, and all participants must be paid the same amount
 - Total payment amount cannot exceed \$10,000 per faculty member
 - Faculty must have an active appointment to be compensated
 - The following faculty cannot receive this stipend: Retired faculty (retired annuitants or FERP), Program trainers/planners/leaders, and Inactive/Future employees
 - Not counted towards 125% workload maximum
- Form reminders
 - Include the approved Pre-Approval form



- Summer RSCA Fellowships
 - Funding that allows faculty to complete RSCA activities during the summer
- Limitations
 - One or two month's salary, paid in June and/or July
 - Form should be submitted to allow payment made in the beginning of summer. If needed, can be paid later in summer.
 - Counted towards 125% workload maximum
- Form reminders
 - Include a chartified that maps to the appropriate funding source
 - Attach supporting documentation that shows confirmation of summer research funds, such as Offer Letters, Chancellor's Office or campus/CO-approved program



- [Miscellaneous Payment Request](#) website
 - Includes more detailed information of each request type
 - Contains link to OnBase form
- [Additional Employment Appointment Form Instructions](#) document



- [Miscellaneous Payment Request Form](#) in OnBase



Any questions?

- Contact additionalemployment-faculty@sjsu.edu or come to an [Open Lab](#)

