Filling out the Request for Pre-Approval of Special Compensation Form

The Request for Pre-Approval of Special Compensation Form can be filled out by the employee or the department paying for the work. If the employee is filling out the form, he or she should consult with the paying department to ensure that the description of the work and the pay is accurate.

Completing Section III:

For the Employee:
To find your appointment salary for the current academic year, check your “Fringe Benefit Statement” on MyUNiverse. For directions on how to view your “Fringe Benefit Statement”: https://ebusiness.uni.edu/sites/default/files/documents/view_fringe_benefit_stmt.pdf. To find if you have been paid any special compensation this year, check your payslips:

1. Log into MyUNiverse (http://myuniverse.uni.edu/).
2. Click once on the "Work @ UNI" tab.
3. Log into e-Business by clicking “e-Business Login.”
4. Click once on the “UNI Employee Self-Services” section on the left.
5. Click once on “Payslip.”
6. In the “Choose a Payslip” box, choose your most recent payslip.

If there is a row in the “Hours and Earnings” section labeled “Spec Comp,” you have been paid special compensation in this calendar year. View previous payslips to see which month the special compensation payments were made and record all payments made in this fiscal year (July 1-June 30) in Section III.

For the Department:
If you are a PAF preparer, you can find the information for Section III by starting a SPC PAF for this individual with the effective date when the work will begin. In the “Spec Comp” tab, click the “Summer Appointment and Special Compensation PAFs” link. A new window will open up:

Appointment Salary: The appointment salary will appear at the top.

Special Compensation: All special compensation PAFs will be listed. Record any special compensation with an end date in this Fiscal Year. Any special compensation that was paid in this year but was for work performed in the previous year should also be recorded. To see when a PAF was paid, click on the PAF number in the first column, look at the upper right of the PAF print preview, and find the date the PAF was finalized. For example, a PAF may have an end date of May 30, 2017 but the PAF was not finalized or completed until July 10, 2017—therefore it was paid in July 2017 and should be recorded as special compensation earned in this fiscal year.

Completing Section V:
If the Request for Pre-Approval of Special Compensation Form will not arrive at the Office of the Provost by the Proposed Effective (Start) Date of Extra Work, provide justification in the space provided. Please note that the form can take up to 2 weeks to obtain all signatures when routed through campus mail.

Updated December 28, 2017. For questions related to faculty, contact the Office of the Provost at 3-2519. For questions related to staff, contact Human Resource Services at 3-2422.