Once an individual agrees to do the work, he or she becomes a UNI employee and should fill out new hire paperwork. Create a NEW PAF with “0” salary and an assignment status of “Intermittent Call-In” before the work begins. Pay on a SPC PAF when the work is completed.

* Some intermittent, short term work performed by non-UNI employees in the summer could be considered a Summer Appointment. Consult the provost office to determine how to pay an Intermittent Call-In during the summer.

** Continuing Education classes that are paid as Special Compensation are pre-approved through the Continuing Education approval form process. An additional “Request for Pre-Approval of Special Compensation” is not needed.

Updated December, 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.