

FORM 16 – POLICY FOR SPECIAL PAYROLL AUTHORIZATION

Effective July 1, 1995, the following procedure should be followed for implementing supplementary payment through Form 16's. Form 16's are used for faculty and staff employees, not students.

Payment from Grant Budgets

1. Origination of Form 16 and authorization from grant budget director.
2. Review and approval by supervisor (dean, director, or vice president). If the grant budget director is the payee, then two signature approvals above the grant budget director is required. Please contact Grant Accounting if you have questions.
3. Review by Grants Specialist (Trish Barlow) in Grant Accounting (Wetherby 37).
4. Review and authorization by Director of Sponsored Programs (Phil Myers).

Payment from Non-Grant Budgets

1. Origination of Form 16 and authorization by unit budget director.
2. Review and approval by supervisor (dean or director).
3. Review and approval by appropriate vice president or president.

DEADLINES

MN/MP – Monthly Payrolls

Form 16's for MN and MP employees must be **fully approved** and received in the Payroll Office (WAB 26) by the 10th of the month in order to be included in the current monthly payroll.

SM – Semi-Monthly Payroll

Form 16's for SM employees must be **fully approved** and received in the Payroll Office by the 1st of the month to be included in the check issued on the 15th, and received by the 16th of the month to be included in the check issued on the last day of the month.

BW – Bi-Weekly Payroll

Form 16's for BW employees must be **fully approved** and received in the Payroll Office using the same deadline for recap sheets. This is usually the Tuesday afternoon after the last bi-weekly payroll. Please refer to the bi-weekly pay schedule or call the Payroll Office.

ST – Student Payroll

Form 16's are **NOT** to be used for student payrolls. If you need to make a supplemental payment to a student employee, please contact Student Employment for help.

Holidays and Fiscal Year End

During the Fiscal Year End (June) and the holidays (November and December) the deadlines are moved up in order to meet our tighter schedule. We will try to notify the administrative assistants of these changes. Please contact the Payroll Office if you have any questions regarding the deadlines during June, November, and December.