



Salary Supplement Request Form

- A separate form must be completed for each employee receiving special and infrequent payments not considered regular wages for labor or services.
- This form must be completed correctly and received by the employee’s assigned Human Resources Business Center, to be entered into the employees Compensation section, according to the appropriate payroll deadlines (assuming that the employee record is active).
- **Please ensure that applicable back-up documentation is attached to this request to avoid processing delays.**

Employee’s Name:

Employee ID:

Total Payment Amount to Employee:

Funding Worktag(s):

(C&G requires ORC pre-approval, see below)

REASON FOR REQUEST (provide a brief description):

Award (*Insert Award Name*):

Uniform/Tool Allowance*:

*Limited to CBA covered employees.

Criminal Justice Incentive Pay (CJIP)*:

*Limited to appropriate UCFPD employees.

Relocation Stipend (Select payment timing):

Refer to UCF Policy 3-505 for more information.

Prior to employee’s date of hire

After date of hire

One-Time Performance Payment:

Any amount above \$10,000 must be approved by the President.

Sign-On Bonus:

Any amount above \$20,000 must be approved by the VP/Dean.

Other (Insert Description):

Form Prepared by:

(Please Print Name)

Telephone Number:

Dean, Vice Provost, or Associate or Assistant Vice President Approval:

Printed Name:

Signature:

Date:

For ORC Use Only:

Use of C&G Fund (please list):

Is (check one): Approved or Denied by:

(President, Provost, or Vice President Signature per UCF Policy 2-107)

Signature:

Date:

To Be Completed if Using UCF Foundation Funds:

Project Number:

Composite Fringe Benefit Rate (8.00% of payment to employee):

Total Payment to the university (payment amount to employee plus fringe benefit rate):

- After completing all information, please forward to UCF Foundation A/P for processing.
- Once approved and processed in Foundation, funds will be deposited to the funding dept. listed above and A/P will forward the request directly to UCF Human Resources for processing the payment to the employee.

Foundation Accounting Only:

Approved UCF Foundation(s):

Check Number:

Additional space for comments, descriptions, additional Worktags, project numbers, etc., as needed: