The University of Alabama PA Instructions for Occasional Pay

Definition of Occasional Pay
Used to provide pay to an individual for work/services to be performed which are of a very short-term nature (less than 3 weeks) and non-repetitive in nature, usually not more than 4 times in a 12 month period for the same assignment.

This does NOT include:
- *payment to an existing full-time or part-time employee;*
- *payment for teaching or instructions to include classroom or online courses;*
- *payment for any work assignment of more than 3 consecutive week;*
- *payment to an employee with a recent active assignment e.g. a student employee who just graduated.*

Approvals
All Occasional pay must be approved <u>in advance of the work being performed</u> by the appropriate vice-president, using the <u>Approval Request for Supplemental or Occasional Pay form</u>. *This form is to be completed by the department paying the occasional pay.*

Payroll Date
Occasional Pay is paid on the <u>Mid-Month Payroll</u> on the 15th of the month following the end date of the assignment. Refer to the Payroll Schedule at payroll.ua.edu and then select Payroll Services Schedules for PA due dates for specific pay dates

PA Form (Personnel Action Form)
Departments must complete a PA form (Personnel Action) to initiate occasional pay. To access the PA form, go to: payroll.ua.edu, select Payroll Services Forms and Guides and then Banner Personnel Action Form.

Occasional Pay Required PA Data Fields:
- Purpose of Personnel Action
- SSN (social security number)
- CWID (campus wide ID)
- Type of Employee
- Name
- Position Number
- Organization Number (valid entry will default Organization Name)
- Assignment/Leave Dates
- Employee Class for This Position
- Composite FTE (optional)
- Total Salary
- Position Class (entry will default Official Title/Rank and EEO Code fields)
- Official Title/Rank will default based on Position Class
- EEO Code will default based on Position Class
- FOPAL (Distribution FTE, Fund, Orgn, Account, Prog, Distribution Amount)
- Comments
- PA Prepared By and Approvals

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Completing PA Data Fields:

● **Purpose of Personnel Action**
o Enter the number **8b** (the words **Occasional Pay** will appear to the right of the **Purpose Of Personnel Action** field). The number 8b is the only valid entry for occasional pay.

Completing PA Data Fields (con't):

● **SSN (social security number)**
o Enter the employee's social security number (the social security number is needed for imaging/scanning the PA in Records)

● **CWID (campus wide ID)**
o Enter the employee's CWID

● **Type of Employee**
o Enter **X** in the applicable box for Faculty, Staff, Student, Other (non-employee)

● **Name**
o Enter the employee's name (first, middle, last)

● **Position Number**
o Enter the letters **ZO** and the department's four digit occasional pay position number (i.e., ZO9999). Each department has its own unique four digit occasional pay position number.

o **Contracts and Grants** occasional pay position number **is always ZO9773**

● **Organization Number**
o Enter the organization/department number (i.e., 204421 Chemistry)

   The Organization Name field defaults based on a valid organization number

   For a complete list of organization numbers, click the **Orgn** tab at bottom of PA form

● **Assignment/Leave Dates**
o Enter the begin date for the occasional pay position (i.e., Begin 8/16/2013) as well as the end date (i.e. 8/23/2013).

● **Employee Class for This Position**
o Select **ZM – Supplemental Monthly/Occasional Pay** from the drop down menu

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Completing PA Data Fields (con't):

● **Composite FTE**
o   The Composite FTE is calculated by dividing the projected time to be spent on the occasional pay position by the total number of regularly scheduled work week hours (i.e., 10 hours per week spent working in occasional pay position divided by 40 regularly scheduled work week hours equals a Composite FTE of .25 (10 / 40 = .25))

● **Total Salary**
o   Enter the amount to be paid.

● **Position Class**
o   Enter **OP001** (the position class for occasional pay is always OP001)
        Official Title/Rank and EEO Code fields will default based on Position Class

● **FOPAL (Distribution FTE, Fund, Orgn, Account, Prog, Distribution Amount)**
o   Enter the Fund, Organization Number, Account Number, and Program the occasional pay should be charged to (click the **Orgn**, **Acct & Prog** tabs at bottom of PA form for valid entries)

o   For **Distribution FTE**, click the **Labor Distribution** tab at bottom of PA form and enter the percent to be charged to each fund in fields B10 – B17 of spreadsheet based on the number of funds indicated in the FOPAL section of the PA (i.e., 100 if the occasional pay is to be charged to one fund; 50 and 50 if the occasional pay is to be charged between two funds, etc.)
   • The percent entered in fields B10 – B17 will default in the Distribution FTE field(s) on the PA

o   For **Distribution Amount**, click the **Labor Distribution** tab at bottom of the PA form and enter the total amount to be paid in field E5 of spreadsheet. T
   • The amount entered in field E5 of spreadsheet will default in the Distribution Amount field on the PA

● **Comments**
o   State the reason for the occasional pay and attach a copy of the approved Request for Supplemental or Occasional Pay form to the PA. If the Occasional Pay is for work that must be paid by the hour include the total number of hours worked in each workweek as well as the hourly rate of pay.

● **PA Prepared By and Approvals**
o   Enter name, phone number, box 3 and email address of PA preparer, enter Date Prepared; obtain all applicable signatures for PA approval.

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