

# PAY-FRM-048 Additional/One-time Payment Request Form

Use this form to request additional or one-time payments for employees.



## Form Notes

This form is not used to payout overtime, vacation or lieu time as these types of payments should be managed through Time and Labour. Regular payments for Casual staff must be managed through Time and Labour.

## Payee Information

Employee ID Employee Record # Submitting Dept

Last Name First Name

Employee Pay Group Monthly CUPE 229 Casual Bi-Weekly Union Code

## Payment Information

Earnings Begin Date (yyyy/mm/dd) Earnings End Date (yyyy/mm/dd)

One-time Payment Total Amount

## Type of Payment

**Additional Pay** - Payments provided to employees in the home department for reasons such as assuming additional significant responsibilities for up to 3 months.

Is Vacation Pay and/or lieu of benefits included in this payment (applicable to casual, term adjunct and students)? If No – this will be added to payment

Yes No

**Honorarium for an Employee** - An honorarium is typically a small payment made on a special or non-routine basis to recognize or acknowledge the contribution of gratuitous services to the university. Honorarium payments are subject to bonus taxes as per CRA rules.

Is Vacation Pay and/or lieu of benefits included in this payment (applicable to casual, term adjunct and students)? If No – this will be added to payment

Yes No

**Acting Pay** - Pay provided to employee temporarily assuming a higher graded position

**University Grant Payment** - University grant payments made to researchers

**Other** - Please describe in detail the work being performed below

## Account Details

Combo Code	Fund	Department	Account	Program	Class	Project	Percent	Amount
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## Approvals

Prepared by	Ext.	Signature	Date
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Signing Officer Name *	Signature	Date
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\* **Signing Officer** – [Please see policy on Approval and Execution of Contracts and Invoices under Employment Contracts on the University Secretariat and Legal Counsel website.](#)

## Internal Payroll Use Only

Entered By

Verified By

## Submission Methods (Please submit this form with original signatures)

### Method 1: Electronic Submission

Scan, password protect and email form to: [payroll.services@queensu.ca](mailto:payroll.services@queensu.ca)

(Please note that email is not a secure method unless the attachment is password protected)

### Method 2: Print and Mail or Hand Deliver

Print the form and send by mail to the following address:

Queen's University Payroll Services, 355 King Street West, 3<sup>rd</sup> Floor, Kingston, Ontario, K7L 3N6

## Notice of Collection

When complete, this form will contain personal and confidential information. This information is being collected under the authority of the Queen's Royal Charter of 1841, as amended. This information will be used to process payments to employees.