

Special Payment (Staff Non-Teaching) - Quick Ref. Guide

1. Overload Staff Non-Teaching

Note: **Google Chrome** (Required browser for this form)

The following employee classes are excluded from this process: 01, 02, 03, 04, 05, 06, 11, 12, 13, 49, 50, 51, 64, 70, 71, 72, 73, 83, 84, 85, 86, 87, 88, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99

Originators:

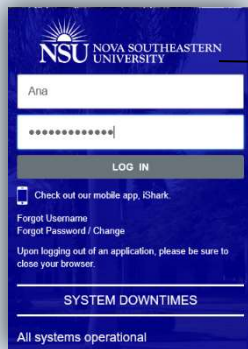
- 1- HR Contacts
- 2- HR Contacts backups

Approvers:

- 1- Paying center's PAF approver
- 2- Paying center Head/Dean/Vice President
- 3- OSP (if applicable)
- 4- Compensation
- 5- COO/ Provost (**Base on thresholds**)

Processors:

- 1- Shared Services (data entry in the manual cases)
- 2- Payroll: weighted overtime audit for non-exempt employees



Special Payment Access:

- 1- Select a Browser – **Google Chrome** (required browser for this form).
- 2- Go to <http://SharkLink.nova.edu>
- 3- Type Username, Password and click on Login button.
- 4- Click on the **WEBSTAR** icon.
- 5- Click on **Employee** tab → click on **Electronic Personnel Action Forms** → click on **the Special Payment Form**.

2. How to complete the Special Payment Form

- 1- Type Employee NSU ID [Press Enter or Tab]
- 2- Select the Position associated with this overload OR their Primary position
- 3- Select Payment Type -> Overload (Staff Non-Teaching)
- 4- Select **One-Time** for single payments OR **Ongoing** for multiple payments

Special Payment Form

* - Indicates Required Field

Employee NSU Id: *

Type	Position	Suffix	Title	TS Organization/Department	Start Date	End Date	Last Paid Date	Status	Tb	Gr	Select *
Overload	OVL D64	00	Test - 60437 Final Print	160600.Human Resources Dept 64-Human Resources	06/01/2019	06/14/2019	Never Paid	A	OV	01	<input type="radio"/>
Primary	997192	00	HR Shared Services Rep II	160600.Human Resources Dept 64-Human Resources	07/28/2018		06/13/2019	A	NE	82	<input checked="" type="radio"/>

Payment Type: *

Overload (Staff Non-Teaching) ▼

One-Time Ongoing

Important:

- a) The HR Contacts cannot submit a special payment request for her/his own record. If one is needed, please contact your Strategic Business Partner.
- b) If an employee is not active in **PEAEMPL** and does not have an active job the workflow will display a popup error: "**This process can only be used for active employees with active jobs**".
- c) The employee should be in an eligible class to receive overload payments through this process. Otherwise, workflow will display the following message: "**The employee is not eligible to receive a staff non-teaching overload payment**".

Note: mandatory fields are designated with a * throughout the form.

1- Enter the Dates work performed/ will be performed:

“From” date: enter the date the overload work started

“To” date: enter the date the overload work ended.

Note: the "To" date field should be after to the "From" date field and before the “Pay Period Begin Date” below as the work should be completed prior to receiving payment

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webstartest2.nova.edu says
From date should be prior to To date.

Browse

Overload (Staff Non-Teaching) ▾
 One-Time Ongoing

Payment Amount and Duration:
Dates work performed/will be performed:
From: * 05/01/2019 To: * 04/01/yyyy x ▾

2- Select Pay Period Begin Date:

Select a date from the drop-down menu. The information comes from the Payroll calendar in **Banner**, and it displays only upcoming pay periods.

Florida

Browse

Dates work performed/will be performed:
From: * 01/01/2019 To: * 01/03/0002

Select Pay Period Begin Date: *
Select Period ▾
Select Period
04/20/2019
05/04/2019
05/18/2019
06/01/2019
06/15/2019
06/29/2019
07/13/2019
07/27/2019
08/10/2019
08/24/2019
09/07/2019
09/21/2019
10/05/2019
10/19/2019
11/02/2019
11/16/2019
11/30/2019

Pay Period Amount: * 04/20/2019 Number of Payments: *
Calculated Total Payment Amount
Calculated Pay Period End Date

Submit Reset Cancel

3. For Exempt employees

The Special Payment workflow displays the following fields for the **Exempt** employees:

1- Pay Period Amount

Enter pay period/bi-weekly amount using two (2) decimal points.

Payment Amount and Duration:
Dates work performed/will be performed:
From: * 05/01/2019 To: * 05/15/2019
Select Pay Period Begin Date: * 05/04/2019 ▾
Pay Period Amount: * 1000.00 Enter Number of Payments: *
Calculated Total Payment Amount:
Calculated Pay Period End Date:

2- Enter Number of Payments (mandatory field for ongoing overloads)

If it is a one-time overload, the Number of Payments is defaulted to 1. The system will calculate automatically the Total Payment Amount (read-only field) and the Pay Period End Date (read-only field).

Ongoing overload

Payment Amount and Duration:
Dates work performed/will be performed:
From: * 05/01/2019 To: * 05/15/2019
Select Pay Period Begin Date: * 05/04/2019 ▾
Pay Period Amount: * 1000.00 Enter Number of Payments: * 3
Calculated Total Payment Amount: 3000.00
Calculated Pay Period End Date: 06/14/2019

One Time overload

Payment Amount and Duration:
Dates work performed/will be performed:
From: * 05/01/2019 To: * 05/15/2019
Select Pay Period Begin Date: * 05/04/2019 ▾
Pay Period Amount: * 1000.00 Enter Number of Payments: * 1
Calculated Total Payment Amount: 1000.00
Calculated Pay Period End Date: 05/17/2019

The Special Payment workflow displays the following fields for the **Non-Exempt** employees:

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Sign Out

Browse

Find a page...

Personal Information | Financial Aid | Employee

Home > Employee > Electronic Personnel Action Forms > Special Payment Form

N04792712 Ana A. Lescano 6/19/2019 8:36 am

Special Payment Form

* - Indicates Required Field

Employee NSU Id: *

Type	Position	Suffix	Title	TS Organization/Department	Start Date	End Date	Last Paid Date	Status	Tb	Gr	Select *
Primary	957152	00	HR Shared Services Rep II	160600 Human Resources Dept 64-Human Resources	97/26/2018		04/05/2019	A	NE	02	

Payment Type *

Overload (Staff Non-Teaching) ▾

One-Time Ongoing

Payment Amount and Duration:

Dates work performed/will be performed:

From: * To: *

Select Pay Period Begin Date: *

Number of Weekly Hours¹ to Complete Assignment: *

¹Please ensure all worked hours are recorded in SharkTime

Overload Hourly Rate (base rate X 1.5): * Pay Period Amount: Enter Number of Payments: *

Calculated Total Payment Amount:

Calculated Pay Period End Date:

Submit Reset Cancel

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RELEASE: 6.1.0

SITE MAP

4. For Non-Exempt employees

1- Number of Weekly Hour to Complete Assignment

Note: please ensure all worked hours are recorded in SharkTime

Payment Amount and Duration:
Dates work performed/will be performed:
From:* 04/01/2019 To:* 05/01/2019
Select Pay Period Begin Date:* 04/20/2019

Number of Weekly Hours¹ to Complete Assignment: * 25.00
¹Please ensure all worked hours are recorded in SharkTime

Overload Hourly Rate (base rate X 1.5):* Pay Period Amount: Enter Number of Payments:*
Calculated Total Payment Amount:
Calculated Pay Period End Date:

2- Enter Overload Hourly Rate (base rate X1.5):

Note: this should be the employee's base rate multiplied by 1.5. Special cases should be discussed with HR Compensation.

Select Pay Period Begin Date:* 04/20/2019

Number of Weekly Hours¹ to Complete Assignment: * 25.00
¹Please ensure all worked hours are recorded in SharkTime

Overload Hourly Rate (base rate X 1.5):* 22.00 Pay Period Amount: 1100.00 Enter Number of Payments:*

Calculated Total Payment Amount:
Calculated Pay Period End Date:

3- Paid Period Amount (read-only field)

This field is calculated automatically based on the formula below:

"Number of Weekly Hours to Complete Assignment" x 2 x "Overload Hourly Rate (base rate x 1.5)"

Payment Amount and Duration:
Dates work performed/will be performed:
From: * 04/01/2019 To: * 05/01/2019
Select Pay Period Begin Date: * 04/20/2019
Number of Weekly Hours¹ to Complete Assignment: * 22.00
¹Please ensure all worked hours are recorded in SharkTime
Overload Hourly Rate (base rate X 1.5): * 25.00 Pay Period Amount: 1100.00 Enter Number of Payments: *
Calculated Total Payment Amount:
Calculated Pay Period End Date:

4- Enter Number of Payments (mandatory field for ongoing overloads)

If it is a one-time overload, the Number of Payments is defaulted to 1. The system will automatically calculate the Total Payment Amount (read-only field) and the Pay Period End Date (read-only field).

Ongoing overload

Payment Amount and Duration:
Dates work performed/will be performed:
From: * 04/01/2019 To: * 05/01/2019
Select Pay Period Begin Date: * 04/20/2019
Number of Weekly Hours¹ to Complete Assignment: * 22.00
¹Please ensure all worked hours are recorded in SharkTime
Overload Hourly Rate (base rate X 1.5): * 25.00 Pay Period Amount: 1100.00 Enter Number of Payments: * 3
Calculated Total Payment Amount: 3300.00
Calculated Pay Period End Date: 05/31/2019

One Time overload

Payment Amount and Duration:
Dates work performed/will be performed:
From: * 04/01/2019 To: * 05/01/2019
Select Pay Period Begin Date: * 04/20/2019
Number of Weekly Hours¹ to Complete Assignment: * 22.00
¹Please ensure all worked hours are recorded in SharkTime
Overload Hourly Rate (base rate X 1.5): * 25.00 Pay Period Amount: 1100.00 Enter Number of Payments: * 1
Calculated Total Payment Amount: 1100.00
Calculated Pay Period End Date: 05/03/2019

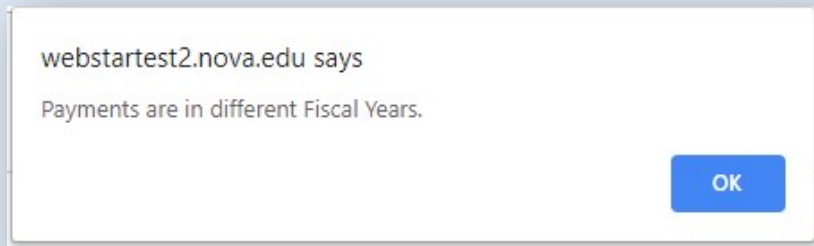
Note: The number of payments cannot exceed the number of defined pay periods in the payroll calendar. Contact payroll@nova.edu if the following warning is displayed:

Calculated Total Payment Amount = “Pay Period Amount” x “Number of Payments”

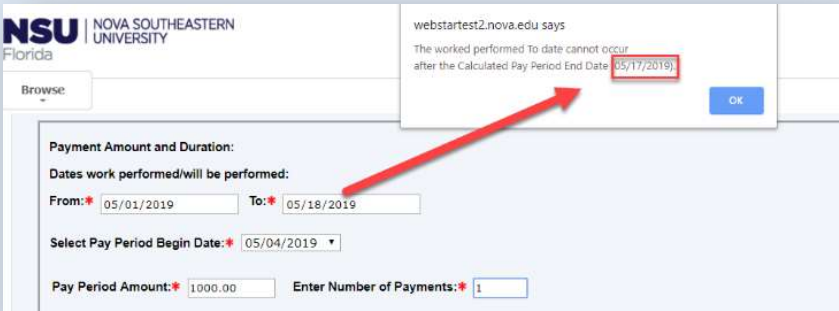
Note: the workflow checks for overload payment(s) to an employee exceeding \$8,000 in a single fiscal year as per the NSU Overload Policy and requests our COO/ Provost’s approval if applicable.

Calculated Pay Period End Date = Paid Period Begin Date + Number of Payments. The workflow automatically calculates when the overload payment(s) will end.

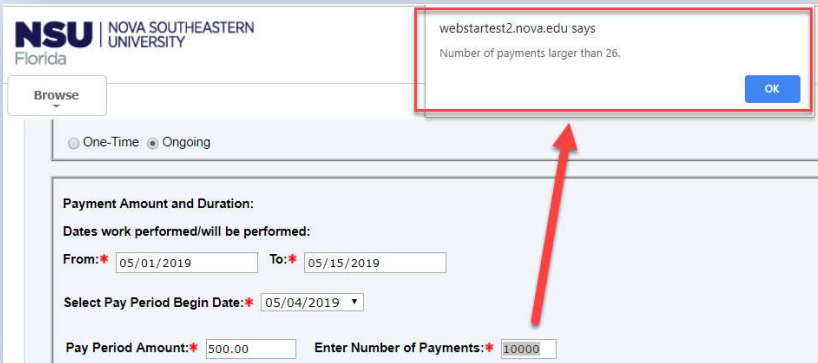
Note: overload payments should start and end in the same fiscal year. Otherwise, different error messages will be displayed.



If your Pay Period End Date occurs after the start of the new fiscal year, the system will display the following warning:



If the Calculated Pay Period End Date is before the Dates work performed "To", the system will display this warning:



If you type the Number of Payments greater than 26, the system will display the following warning:

5. Labor Distribution Information

- Org Code: type the paying org code. Use orgs only within your center/college or as authorized in other colleges. Approval flow will be based on this org code.
- Account is pre-populated to 1050 (read-only field)
- Program, Activity, and Location are based on the org code (read-only fields)
- Percent: type the percentage
- Total Percent: should equal 100%

Note: additional rows can be added as needed

Enter Org and Account Distribution below: Labor Distribution Information

Org Code *	Account *	Program	Activity	Location	Percent *
331092	1050	RE	01	CAG	100
Total Percent					100.00

6. Office of Sponsored Programs Policy Attestation

This Dynamic section is displayed when the Org Code Location is equal to CAG, which corresponds to a Sponsored Program. Their approval will also be required.

I attest that:

- I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity. Note: If this change affects a Sponsored Program you attested that you have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity. Per [OSP Policy #31 – Salaries, Wages, and Overload Payments](#): "It is the responsibility of the College/Center to obtain and maintain documentation of the Principal Investigator/Project Director review and approval prior to forwarding to the Office of Human Resources".
- The proposed personnel action is allowable and does not constitute a change in key personnel, a change in scope, a change in budget, or other change that would necessitate sponsor approval based on the terms and requirements of the sponsored award(s) to which the personnel action is to be charged. (NOTE: If you are unsure or have questions about whether sponsor approval is needed, please contact the Office of Sponsored Programs prior to processing this action. See related [OSP policies](#): #28 – Allowable Costs and Expenditure Control, #29 – Personnel Changes, #31 – Salaries, Wages, and Overload Payments, #39 – Effort Reporting, #39 – Prior Approval Requirements).

7. Overload Policy Attestation

- a) **NSU Overload Policy:** a link to the policy is available on the form
- b) **Purpose of Payment:** select an option from the drop-down
- c) **Type Description of Duties:** please be as detailed as possible
- d) **Check the attestation box**

Overload Policy Attestation

Enter Weekly Hours of "Additional Work" as defined in the NSU Overload Policy for Additional Work:

Purpose of Payment: *

Description of Duties: *

Submission of this form is considered attestation that the work being performed and compensated as "Overload" is NOT part of the recipient's normal job duties, AND if the recipient is normally paid by the hour, the value of the payment is equivalent to 1.5 times or greater than the hourly employee's regular hourly rate.

* I attest that the information provided above is true and accurate and I acknowledge that I have read and agree to abide by the NSU Overload Payment for Additional Work Policy on the Human Resource webpage at Overload Policy

8. Special Payment Form buttons

- a) **Submit:** click this button to submit your request and ensure you receive a pop-up confirmation that a Special Payment Form has been created. An email confirmation with the payment request details will also follow.
- b) **Reset:** click this button to re-start the request
- c) **Cancel:** click this button to cancel the request. The system will exit the Special Payment Form.