



Summary of Payment Methods for Non-Employees and Employees

Non-Employee Payment Methods (Non-students)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
Honorarium	NO	NO	<input type="checkbox"/> Token payment to non-employee in recognition of special service for which custom or propriety forbids any fixed business price to be set <input type="checkbox"/> Recipient may not set the honorarium amount <input type="checkbox"/> Generally oral presentations made at University-sponsored functions <input type="checkbox"/> Informal arrangement; it does NOT involve a contract or invoicing <input type="checkbox"/> Process through Accounts Payable	<input type="checkbox"/> Honorarium <input type="checkbox"/> Documentation specifying payment that was provided to individual <input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Requestor <input type="checkbox"/> Dean or Designee <input type="checkbox"/> Vice President, if over \$2,000	When appropriate
Monetary Awards & Prizes	NO	NO	<input type="checkbox"/> Random drawings or contest monetary prizes <input type="checkbox"/> Other monetary awards or prizes <input type="checkbox"/> Paid through Accounts Payable	<input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate	When appropriate
Non-Monetary Prizes	NO	NO	<input type="checkbox"/> Random drawings or non-monetary contest prizes <input type="checkbox"/> Other non-monetary prizes	<input type="checkbox"/> Non-Monetary Prize Reporting Form	<input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate	When appropriate
Preceptor Payments	NO	NO	<input type="checkbox"/> Supervises students in a clinical setting to allow practical experience with patients	<input type="checkbox"/> Preceptor Payment Form <input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate	When appropriate
Research/Survey Participant	NO	NO	<input type="checkbox"/> Payment for participation in VCU research/survey project <input type="checkbox"/> Paid through petty cash, direct pay or gift card	<input type="checkbox"/> Petty Cash/Direct Pay Form or <input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator	When appropriate
Independent Contractor	NO	NO	<input type="checkbox"/> Meets IRS criteria as Independent Contractor <input type="checkbox"/> Paid through Accounts Payable	<input type="checkbox"/> Independent Contractor Agreement Form <input type="checkbox"/> Reference PO #	<input type="checkbox"/> Requesting Department Dean or Designee	When appropriate



Summary of Payment Methods for Non-Employees and Employees

Student Payment Methods (Non-employees)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
Honorarium	<i>Students cannot receive Honorarium payments</i>					
Monetary Awards & Prizes	NO	NO	<input type="checkbox"/> Only random drawings or contest monetary prizes can be paid through Accounts Payable; all others must be processed through Financial Aid	<input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator	When appropriate
Non-Monetary Prizes	NO	NO	<input type="checkbox"/> Random drawings or non-monetary contest prizes <input type="checkbox"/> Other non-monetary prizes	<input type="checkbox"/> Non-Monetary Prize Reporting Form	<input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate	When appropriate
Research/Survey Participant	NO	NO	<input type="checkbox"/> Payment for participation in VCU research/survey project <input type="checkbox"/> Paid through petty cash, direct pay or gift card	<input type="checkbox"/> Petty Cash/Direct Pay Form or <input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator	When appropriate
Independent Contractor	NO	NO	<input type="checkbox"/> Meets IRS criteria as Independent Contractor <input type="checkbox"/> Paid through Accounts Payable	<input type="checkbox"/> Independent Contractor Agreement Form <input type="checkbox"/> Reference PO #	<input type="checkbox"/> Requesting Department Dean or Designee	When appropriate
All other payments, stipends, etc.	NO	NO	<input type="checkbox"/> Paid through Financial Aid <input type="checkbox"/> Amounts paid may impact Financial Aid <input type="checkbox"/> Note for summer payments, contact Manager of Accounts Payable	<input type="checkbox"/> Financial Aid Forms	<input type="checkbox"/> Financial Aid	When appropriate



Summary of Payment Methods for Non-Employees and Employees

Faculty Supplemental Pay Methods

(When primary job is faculty, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
Overload Job	YES	NO	<ul style="list-style-type: none"> <input type="checkbox"/> In general, only available for 9/10 mo. faculty <input type="checkbox"/> Usually for work done during summer/intersession <input type="checkbox"/> May be for teaching Continuing Education (CE) courses, if outside scope of faculty member's regular responsibilities; occasional; for a limited duration (e.g., one or two days or one or two weeks); and if compensation to be paid is nominal relative to faculty member's contractual salary <input type="checkbox"/> Typically adjunct pay (though may be hourly) <input type="checkbox"/> Cannot have overload if during academic year and either primary or overload job is grant-funded <input type="checkbox"/> Limited to 33.33% of annual salary across all overload jobs 	<ul style="list-style-type: none"> <input type="checkbox"/> Faculty Overload Job Request Form or <input type="checkbox"/> If CE instruction, use Faculty Continuing Education Instruction form 	<ul style="list-style-type: none"> <input type="checkbox"/> Unit Head <input type="checkbox"/> Dean <input type="checkbox"/> VP, if applicable <input type="checkbox"/> Home Department - except for summer school or winter intersession 	Generally during summer and/or intersession
Temporary Salary Increase	YES	TEMP	<ul style="list-style-type: none"> <input type="checkbox"/> Must be approved through off-cycle increase process <input type="checkbox"/> Interim assignments or temporary project <input type="checkbox"/> Part of total salary, but segmented as "secondary job" <input type="checkbox"/> Included as part of retirement calculation/contribution 	<ul style="list-style-type: none"> <input type="checkbox"/> Processed via faculty HR system (currently eJobs) <input type="checkbox"/> Superseding contract and system-generated PAF 	<ul style="list-style-type: none"> <input type="checkbox"/> Unit Head <input type="checkbox"/> Dean <input type="checkbox"/> VP <input type="checkbox"/> President (if direct report to VP) 	When appropriate
Off-Cycle Salary Increase	YES	YES	<ul style="list-style-type: none"> <input type="checkbox"/> Expanded duties, change in title, competitive offer/retention, internal alignment, or other change in base pay 	<ul style="list-style-type: none"> <input type="checkbox"/> Processed via faculty HR system (currently eJobs) <input type="checkbox"/> Superseding contract and system-generated PAF 	<ul style="list-style-type: none"> <input type="checkbox"/> Unit Head <input type="checkbox"/> Dean <input type="checkbox"/> VP <input type="checkbox"/> President (if direct report to VP) 	When appropriate
Annual Merit-Based Salary Increase	YES	YES	<ul style="list-style-type: none"> <input type="checkbox"/> Faculty Salary Administration Process 	<ul style="list-style-type: none"> <input type="checkbox"/> Faculty Merit Increase database 	<ul style="list-style-type: none"> <input type="checkbox"/> Unit Head <input type="checkbox"/> Dean <input type="checkbox"/> Vice President <input type="checkbox"/> President & BOV 	Once per fiscal year, when funds exist
Annual Bonus	YES	YES	<ul style="list-style-type: none"> <input type="checkbox"/> Part of Faculty Salary Administration Process <input type="checkbox"/> One-time lump-sum award for exceptional performance beyond prescribed expectations <input type="checkbox"/> For overall exceptional performance or exceptional accomplishments 	<ul style="list-style-type: none"> <input type="checkbox"/> Faculty Merit Increase database 	<ul style="list-style-type: none"> <input type="checkbox"/> Unit Head <input type="checkbox"/> Dean <input type="checkbox"/> VP <input type="checkbox"/> President & BOV 	Once per fiscal year, when funds exist
Off-Cycle Bonus	YES	YES	<ul style="list-style-type: none"> <input type="checkbox"/> One-time, lump-sum award for exceptional performance beyond prescribed expectations <input type="checkbox"/> For overall exceptional performance or exceptional accomplishments 	<ul style="list-style-type: none"> <input type="checkbox"/> Processed via faculty HR system (currently eJobs) <input type="checkbox"/> System-generated PAF 	<ul style="list-style-type: none"> <input type="checkbox"/> Unit Head <input type="checkbox"/> Dean <input type="checkbox"/> VP <input type="checkbox"/> President (if direct report to VP) 	When appropriate
President/VP-Apprv'd Award	YES	YES	<ul style="list-style-type: none"> <input type="checkbox"/> University-wide or VP-sanctioned awards (ex., PACME) <input type="checkbox"/> Processed through Payroll 	<ul style="list-style-type: none"> <input type="checkbox"/> President/VP-Approved or School/ College Faculty Awards – Award Action Form 	<ul style="list-style-type: none"> <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> VP <input type="checkbox"/> President <input type="checkbox"/> Award Cmte. Chair 	When appropriate
Monetary Prize	YES	NO	<ul style="list-style-type: none"> <input type="checkbox"/> For random drawings or contest monetary prizes paid through Accounts Payable (department must report this information to Payroll) 	<ul style="list-style-type: none"> <input type="checkbox"/> Awards & Prizes Form <input type="checkbox"/> Email to Payroll@vcu.edu 	<ul style="list-style-type: none"> <input type="checkbox"/> Fiscal Administrator 	When appropriate
Non-Monetary Prizes	YES	NO	<ul style="list-style-type: none"> <input type="checkbox"/> Random drawings or non-monetary contest prizes <input type="checkbox"/> Other non-monetary prizes <input type="checkbox"/> Department must report this information to Payroll 	<ul style="list-style-type: none"> <input type="checkbox"/> Email to Payroll@vcu.edu 	<ul style="list-style-type: none"> <input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate 	When appropriate
Research/Survey Participant	NO	NO	<ul style="list-style-type: none"> <input type="checkbox"/> Payment for participation in VCU research/ survey project <input type="checkbox"/> Paid through petty cash, direct pay or gift card 	<ul style="list-style-type: none"> <input type="checkbox"/> Petty Cash/Direct Pay Form or <input type="checkbox"/> Complete one-time payment form RealSource 	<ul style="list-style-type: none"> <input type="checkbox"/> Fiscal Administrator 	When appropriate

Independent Contractor

Employees are not eligible for Independent Contractor payments

Honorarium

Employees are not eligible for Honorarium payments



Summary of Payment Methods for Non-Employees and Employees

Classified & University and Academic Professional Supplemental Pay Methods
 (When the primary job is classified or UAP, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
Overload Job	YES	NO	<input type="checkbox"/> Hourly/Exempt Temporary, if primary is exempt <input type="checkbox"/> Adjunct if primary job is exempt	Hourly: PAF & Wage PD Teaching Adjunct: PAF & Contract Exempt Temporary: EX form & Contract	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> HRP	When appropriate
Temporary Pay	YES	TEMP	<input type="checkbox"/> Interim assignments or temporary project <input type="checkbox"/> Part of total salary, but not included as part of base pay <input type="checkbox"/> Not included as part of retirement calculation for Classified, included for UAP	<input type="checkbox"/> PAF , Pay Assessor	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> HRP	When appropriate
Base Pay Changes	YES	YES	<input type="checkbox"/> Change in base pay through off-cycle increase - competitive offer, equity, change in duties, retention, role change (classified only), etc.	<input type="checkbox"/> eJobs submission (PD, Pay Assessor, & PAF)	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> HRP	Effective 10 th or 25 th of a month
Annual Salary Increase	YES	YES	<input type="checkbox"/> Annual Classified Salary Increase Process	<input type="checkbox"/> Performance Evaluation	<input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Reviewer	Once per fiscal year, normally 11/25
Recognition Bonus	YES	YES	<input type="checkbox"/> Lump-sum Exceptional Recognition Award or Spot Award <input type="checkbox"/> Maximum \$5,000 per year for Classified and \$5,000 or 10% of salary for UAP, whichever is greater	<input type="checkbox"/> Recognition Award Forms/Spot Award	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> HRP	Effective 10 th or 25 th of a month
President/VP-Apprv'd Award	YES	YES	<input type="checkbox"/> University-wide or VP-sanctioned awards (ex., PACME) <input type="checkbox"/> Processed through Payroll	<input type="checkbox"/> President/VP-Approved or School/College Faculty Awards – Award Action Form	<input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> VP <input type="checkbox"/> President <input type="checkbox"/> Award Cmte. Chair	When appropriate
Monetary Prize	YES	NO	<input type="checkbox"/> For random drawings or monetary contest prizes paid through Accounts Payable (department must report this information to Payroll)	<input type="checkbox"/> Email to Payroll@vcu.edu	<input type="checkbox"/> Fiscal Administrator	When appropriate
Non-Monetary Prizes	YES	NO	<input type="checkbox"/> Random drawings or non-monetary contest prizes <input type="checkbox"/> Other non-monetary prizes <input type="checkbox"/> Department must report this information to Payroll	<input type="checkbox"/> Email to Payroll@vcu.edu	<input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate	When appropriate
Research/Survey Participant	NO	NO	<input type="checkbox"/> Payment for participation in VCU research/survey project <input type="checkbox"/> Paid through petty cash, direct pay or gift card	<input type="checkbox"/> Petty Cash/Direct Pay Form or <input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator	When appropriate
Independent Contractor	<i>Employees are not eligible for Independent Contractor payments</i>					
Honorarium	<i>Employees are not eligible for Honorarium payments</i>					



Summary of Payment Methods for Non-Employees and Employees

Hourly, Student Worker or Work-Study Supplemental Pay Methods

(When the primary job is hourly, student worker or work-study, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
Overload Job	YES	NO	<input type="checkbox"/> Hourly <input type="checkbox"/> Student Worker <input type="checkbox"/> Work-Study	PAF & Wage PD	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> PA <input type="checkbox"/> Financial Aid if overload job is another work-study <input type="checkbox"/> Office of International Education if on visa	When appropriate
Pay Practices	YES	YES	<input type="checkbox"/> Change in base pay for change in duties, equity, retention, etc.	<input type="checkbox"/> PAF <input type="checkbox"/> Wage PD	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> PA <input type="checkbox"/> HRP	Effective 10 th of the month, if received by 1 st of that month
Annual Salary Increase	YES	YES	<input type="checkbox"/> Annual Classified Salary Increase Process	<input type="checkbox"/> Email notification by PA if not granting	<input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Reviewer	Once per fiscal year, normally 11/25
Recognition Bonus	YES	YES	<input type="checkbox"/> Maximum \$5,000 per year	<input type="checkbox"/> Recognition Award Forms/Spot Award	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> HRP	Effective 10 th of the month, if received by 1 st of that month
President/ VP-Apprv'd Award	YES	YES	<input type="checkbox"/> University-wide or VP-sanctioned awards (ex., PACME) <input type="checkbox"/> Processed through Payroll	<input type="checkbox"/> President/VP-Approved or School/College Faculty Awards – Award Action Form	<input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> VP <input type="checkbox"/> President <input type="checkbox"/> Award Cmte. Chair	When appropriate
Monetary Prize	YES	NO	<input type="checkbox"/> For random drawings or monetary contest prizes paid through Accounts Payable (department must report this information to Payroll)	<input type="checkbox"/> Awards & Prizes Form for Students <input type="checkbox"/> For employees, Email to Payroll@vcu.edu	<input type="checkbox"/> Fiscal Administrator	When appropriate
Non-Monetary Prizes	YES	NO	<input type="checkbox"/> Random drawings or non-monetary contest prizes <input type="checkbox"/> Other non-monetary prizes <input type="checkbox"/> Department must report this information to Payroll	<input type="checkbox"/> Non-Monetary Prize Reporting Form for Students <input type="checkbox"/> For employees, email payroll@vcu.edu	<input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate	When appropriate
Research/Survey Participant	NO	NO	<input type="checkbox"/> Payment for participation in VCU research/survey project <input type="checkbox"/> Paid through petty cash, direct pay or gift card	<input type="checkbox"/> Petty Cash/Direct Pay Form or <input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator	When appropriate
Independent Contractor	<i>Employees are not eligible for Independent Contractor payments</i>					
Honorarium	<i>Employees are not eligible for Honorarium payments</i>					
Financial Aid	NO	NO	<input type="checkbox"/> For student workers and work-study <input type="checkbox"/> Paid through Financial Aid	<input type="checkbox"/> Financial Aid Forms	<input type="checkbox"/> Financial Aid	When appropriate



Summary of Payment Methods for Non-Employees and Employees

Post-Doctoral Fellow, Graduate Assistant Supplemental Pay Methods

(When the primary job is post-doctoral fellow or graduate assistant, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
Overload Job	YES	NO	<input type="checkbox"/> Hourly/Exempt Temporary <input type="checkbox"/> Adjunct	<i>Hourly:</i> PAF & Wage PD <i>Teaching Adjunct:</i> PAF & Contract <i>Exempt Temporary:</i> EX form & Contract	<input type="checkbox"/> Program Director <input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> PA <input type="checkbox"/> Office of international Education if on visa	When appropriate
Stipend Increase	YES	YES	<input type="checkbox"/> Stipend Increase	<input type="checkbox"/> PAF	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> HRP	When appropriate
Annual Salary Increase	YES	YES	<input type="checkbox"/> Annual Classified Salary Increase Process	<input type="checkbox"/> PAF	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> PA	Once per fiscal year, normally 11/25
President/ VP-Appv'd Award	YES	YES	<input type="checkbox"/> University-wide or VP-sanctioned awards (ex., PACME) <input type="checkbox"/> Processed through Payroll	<input type="checkbox"/> President/VP-Approved or School/College Faculty Awards – Award Action Form	<input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> VP <input type="checkbox"/> President <input type="checkbox"/> Award Cmte. Chair	When appropriate
Monetary Prize	YES	NO	<input type="checkbox"/> For random drawings or monetary contest prizes paid through Accounts Payable (department must report this information to Payroll)	<input type="checkbox"/> Awards & Prizes Form <input type="checkbox"/> Email to Payroll	<input type="checkbox"/> Fiscal Administrator	When appropriate
Non-Monetary Prizes	YES	NO	<input type="checkbox"/> Random drawings or non-monetary contest prizes <input type="checkbox"/> Other non-monetary prizes <input type="checkbox"/> Department must report this information to Payroll	<input type="checkbox"/> Non-Monetary Prize Reporting Form	<input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate	When appropriate
Research/Survey Participant	NO	NO	<input type="checkbox"/> Payment for participation in VCU research/survey project <input type="checkbox"/> Paid through petty cash, direct pay or gift card	<input type="checkbox"/> Petty Cash/Direct Pay Form or <input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator	When appropriate
Independent Contractor	<i>Employees are not eligible for Independent Contractor payments</i>					
Honorarium	<i>Employees are not eligible for Honorarium payments</i>					

NOTE: Post-Doctoral Fellows on a training grant are paid through Accounts Payable, not through Payroll. Graduate Assistants may be paid through Accounts Payable or Financial Aid, based on requirements of the paying agency.



Summary of Payment Methods for Non-Employees and Employees

Adjunct Supplemental Pay Methods

(When the primary job is adjunct, may be eligible to receive the following)

	Employee/ Employer Relationship?	Regular Responsibilities?	Characteristics	Forms Needed	Approval Needed	Timing
Overload Job	YES	NO	<input type="checkbox"/> Adjunct <input type="checkbox"/> Hourly <input type="checkbox"/> Cumulative FTE of all jobs cannot exceed 72.5% at any given time	Adjunct - Secondary Assignment Request Form for Adjunct Faculty Hourly: Wage PD	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean <input type="checkbox"/> VP	When appropriate
Annual Salary Increase	YES	YES	<input type="checkbox"/> Annual Salary Increase Process	<input type="checkbox"/> PAF	<input type="checkbox"/> Unit Head <input type="checkbox"/> Dean <input type="checkbox"/> VP	Once per fiscal year, when funds exist
President/VP-Apprv'd Award	YES	YES	<input type="checkbox"/> University-wide or VP-sanctioned awards (ex., PACME) <input type="checkbox"/> Processed through Payroll	<input type="checkbox"/> President/VP-Approved or School/College Faculty Awards – Award Action Form	<input type="checkbox"/> Dean or Dept. Head <input type="checkbox"/> VP <input type="checkbox"/> President <input type="checkbox"/> Award Cmte. Chair	When appropriate
Monetary Prize	YES	NO	<input type="checkbox"/> For random drawings or monetary contest prizes paid through Accounts Payable (department must report this information to Payroll)	<input type="checkbox"/> Awards & Prizes Form <input type="checkbox"/> Email to Payroll	<input type="checkbox"/> Fiscal Administrator	When appropriate
Non-Monetary Prizes	YES	NO	<input type="checkbox"/> Random drawings or non-monetary contest prizes <input type="checkbox"/> Other non-monetary prizes <input type="checkbox"/> Department must report this information to Payroll	<input type="checkbox"/> Non-Monetary Prize Reporting Form	<input type="checkbox"/> Fiscal Administrator or Dean or designee, as appropriate	When appropriate
Research/Survey Participant	NO	NO	<input type="checkbox"/> Payment for participation in VCU research/survey project <input type="checkbox"/> Paid through petty cash, direct pay or gift card	<input type="checkbox"/> Petty Cash/Direct Pay Form or <input type="checkbox"/> Complete one-time payment form RealSource	<input type="checkbox"/> Fiscal Administrator	When appropriate
Independent Contractor	<i>Employees are not eligible for Independent Contractor payments</i>					
Honorarium	<i>Employees are not eligible for Honorarium payments</i>					