

Ways to Pay
Academic Division Payments

TEACHING AGREEMENT:

Part-Time Teaching Agreement (PTA) – Issued by School/Division HC (Hiring Coordinator) via the Part-Time Agreement Spreadsheet.

Approval: Deans, Provost (exceptions and special circumstances)

Routing: School/Division HC -> Recipient -> Human Resources

Account Code: 6162

Use to Pay: Adjuncts (PT, <0.5 FTE); AY Instructional Overloads (1.0 Faculty Only); Summer Session Faculty

Title(s): Lecturer; Use primary rank for overloads

- Exempt, Non-benefits eligible
- Instructor is teaching a “for credit” course
- Paid per course/per credit
- Paid through Payroll; Monthly
- DO NOT USE for hourly employees

SERVICE AGREEMENT:

Service Agreement (SA) – Issued by School/Division HC (Hiring Coordinator) via the Part-Time Agreement Spreadsheet.

Approval: Deans, Provost (exceptions and special circumstances)

Routing: School/Division HC -> Recipient -> Human Resources

Account Code: 6102

Use to Pay: New or returning, short term, exempt employees providing an academically related service to PLU and regular faculty or exempt staff with a secondary appointment or duties which are in addition to their normal full-time assignment. Ex: Academic Appointments; Summer Research/Grant Compensation; Academic Mentoring and Supervision; Affiliate Artists.

- Exempt, Non-benefits eligible
- SA’s can be used for non-classroom, non-credit instruction such as clinical or instructional supervision, teaching continuing education courses, and advisement/mentoring to students within a specific discipline(s).
- Start/End Dates and Hours worked are required.
- Salary ÷ Hours must be ≥ \$13.69 (minimum wage as of Jan 2021)
- DO NOT USE for hourly employees

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EXTRA PAY REQUEST:

Extra-Pay Request Form – Available on the Payroll Office website

Approval: Financial Manager for ORG/FUND being charged, Vice President (Provost)

Routing: Requestor -> Financial Mgr -> Provost (OtP) -> Payroll

Account Code: 6102

Use to Pay: Exempt (non-hourly, includes FT faculty), FT employees with an “active” job in Banner at the time of payment. Ex: Workshops, Course Revision/Development, One-Time (Lump-Sum) Grant Stipends (under \$5000 only).

- Submit to OtP for approval and signature of the Provost prior to Payroll cutoff date (15th of the Month). If approved, OtP will forward to Payroll for processing.
- One-time, lump-sum payments ONLY.
- Hours worked are required.
- Short-term occurrence ONLY.
- Paid through the Payroll Office; funds distributed with regular paycheck (monthly). Amount listed on Pay Advice as “EXP” or “Extra-Pay Unit.”
- DO NOT USE for hourly employees

INVOICES/HONORARIUMS/REIMBURSEMENTS:

Payment Request Form (PRF) – Available on the Business Office website.

Approval: Financial Manager or Authorized Signer for ORG/FUND being charged.

Routing: Requestor -> Financial Mgr -> Business Office.

Account Codes: 7122: Guest Speakers/Honoraria. If other, please refer to account code list on the business office website.

INOVICES AND HONORARIUMS

- Non-PLU individuals or Independent Contractors ONLY
- If facilitator has their own business, then an invoice should be submitted.
- W-9 form is required if we have not previously paid them.
- The invoice and/or completed W-9 form and any additional documentation (i.e, receipts, lecture flyer) should be attached to the PRF and submitted to the Business Office.
- Paid through Accounts Payable by way of check (issued on weekly basis).

REIMBURSEMENTS

- Reimbursements to Faculty and Staff for university sponsored purchases.
- Attach receipts
- Funds deposited through ACH ONLY