

One-Time Payments (Previously Special Pays)

Please note: The following information does not go into effect until December 1, 2008

What are one-time payments?

- Additional Compensation
 - Exempt Employees Only
 - Maximum 2 payments per semester
 - Requires Human Resources and Budget approval in addition to other required institution approval
 - Sponsored Projects Accounting and Reporting approval required for grant accounts
- Lump Sum Payment
 - Non-Exempt Employees
 - Maximum 2 payments per semester
 - Requires Human Resources and Budget approval in addition to other required institution approval
 - Sponsored Projects Accounting and Reporting approval required for grant accounts
- Cash Awards
 - Requires Human Resources and Budget approval in addition to other required institution approval
 - Sponsored Projects Accounting and Reporting approval required for grant accounts
- Clothing (Police Department and selected HSC Clinical Departments)
 - Requires Human Resources and Budget approval in addition to other required institution approval
- Cost of Living (Limited Use)
 - Requires Vice President level, Human Resources and Budget approval in addition to other required institution approval
- Officer Training Pay (Police Department)
 - Requires Human Resources and Budget approval in addition to other required institution approval
- Taxable Moving Expenses
 - Requires Human Resources and Budget approval in addition to other required institution approval
 - Sponsored Projects Accounting and Reporting approval required for grant accounts
- Other Taxable Benefits
 - Requires Human Resources and Budget approval in addition to other required institution approval
 - Sponsored Projects Accounting and Reporting approval required for grant accounts
- Special Augmentations
 - TTU HSC School of Medicine
 - Requires Human Resources and Budget approval in addition to other required institution approval
- Military Pay

- Exempt and Non-Exempt Employees
- Requires Human Resources and Budget approval in addition to other required institution approval
 - Sponsored Projects Accounting and Reporting approval required for grant accounts

What are not considered one time payments?

- Any payments that occur more than 2 times per semester and are of the same amount each time
 - Including but not limited to
 - Supplements
 - Allowances
- These payments will be set-up as secondary positions or over load jobs
 - Paid each pay period along with base pay
 - Submitted using an E-PAF

How do I submit a request for one-time payment?

- Complete “Multipurpose One-Time Payment Form”
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms
 - TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
 - Submit to
 - HSC
 - Local Human Resources Office
 - TTU and TTUSA
 - Human Resource Services Compensation and Operations
 - hsc.compensation.operations@ttu.edu

When is a “Multipurpose One-Time Payment Form” due to Human Resources?

- Completed and approved forms are due to Human Resources no later than the due dates listed on the “Department End Users Calendar”
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Month at a Glance
 - TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Month at a Glance

Operating Policies and Procedures (OP’s) related to one-time payments

- HSC –
 - OP 68.03 – Tips and Gratuity Payments Received by Texas Tech Employees
 - <http://www.ttuhs.edu/hsc/op/op68/>
 - OP 70.04 – Military Emergency Leave
 - <http://www.ttuhs.edu/hsc/op/op70/>
 - OP 70.16 – Compensation in Excess of Base Pay
 - <http://www.ttuhs.edu/hsc/op/op70/>
 - OP 72.03 – Direct Pay Expenditures
 - <http://www.ttuhs.edu/hsc/op/op72/>

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- TTU and TTUSA –
 - OP 69.02 – Reporting Withholding Taxes on Employee Awards and Prizes
 - <http://www.depts.ttu.edu/opmanual/contents.php#69>
 - OP 69.09 – Tips and Gratuity Payments Received by Texas Tech Employees
 - <http://www.depts.ttu.edu/opmanual/contents.php#69>
 - OP 70.04 – Military Emergency Leave
 - <http://www.depts.ttu.edu/opmanual/contents.php#70>
 - OP 70.16 – Compensation in Excess of Base Pay
 - <http://www.depts.ttu.edu/opmanual/contents.php#70>
 - OP 72.10 – Payment to Employee Moving Expenses, to Non-Resident Aliens, and to Individuals for Services
 - <http://www.depts.ttu.edu/opmanual/contents.php#72>

Frequently Asked Questions

- HSC - <http://www.ttuhscc.edu/hr/ConnecTech/default.aspx>
- TTU and TTUSA- <http://neon.tosm.ttu.edu/kb/default.php>