

Multipurpose One-Time Payment Instructions

Please follow individual instructions related to the type of one-time payment being requested.

Additional Compensation – ADC: See OP 70.16: Additional Compensations paid to employees that are exempt from the Fair Labor Standard Act. This payment is for work performed outside of normal duties and outside the employee Home Department. This payment is for completion of a project or assignment. Payment is made upon completion of the project or assignment. Payment may be broken into two (2) payments per semester. If payment is from a SPAR account, a second attachment must be completed. **Approvals required: Account Manager, Dept Head/Chair, Provost/Vice Pres/Vice Chancellor, Research if from a Research account, OP Administrator.**

Lump Sum Payment – LSP: A Lump Sum Payment is paid to a non-exempt employee who has completed a project or assignment that was performed outside of the Home Department and is paid at the completion of the project or assignment. Payment may be broken up into two (2) payments per semester. The value of the project or assignment is set by the job not by the hour. If payment is from a SPAR account, a second attachment must be completed. **Approvals required: Account Manager, Dept Head/Chair, Provost/Vice President/Vice Chancellor, Research if from a Research account, OP Administrator.**

Cash Awards – AWD: See OP 69.02: This form replaces the approval portion of the OP Attachment. The OP Attachment can be used as a guide as to what information should be included on the One Time Payment Form. The OP Attachment can be completed and approval Signatures are required only on the One-Time Payment Form. **Approval required: Account Manager, Department Head/Chair, Next level Management, Provost/Vice President/Vice Chancellor.**

Clothing – CLO: This type of payment is used to fund the purchase of new and/or replacement uniforms and accessories for the officers in the University Police Department and selected HSC Clinical Departments. **Approvals required: Department Head, next level Management.**

Officer Training Pay (Police Dept) – FTO: Field Training Officer Pay is allowed when a peace officer or communications employee has been given the task of giving training to another officer or communications employee. FTO Pay is for a specified period of time and for training one officer/employee at a time. Complete the explanation part of the form identifying the person trained and type of training. FTO pay usually lasts for a period of 6 weeks or less. **Approvals required: Chief of Police, next level Management/Vice President Administration & Finance.**

Taxable Moving Expense – MOV: See OP 72.10: This One-Time Payment Form only replaces attachment A from the OP. Documentation must be attached. Read OP

instructions carefully. **Approvals required: Account Manager, next level Management.**

Other Taxable Benefits – OTB: See OP 72.10: This One-Time Payment Form only replaces Attachment A from the OP. Documentation must be attached. Read OP instructions carefully. **Approvals required: Account Manager, next level Management, Provost/Vice President/Vice Chancellor.**

Special Augmentation – SPA: In the School of Medicine this is a special pay approval by the MPIP Plan. Complete the Form and include a statement of duties the employee performed for this type of pay. **Approvals required: Department/Regional Chair, Assistant Dean Finance, Regional Dean, Dean.**

Cost of Living – COL: Limited use for Non-exempt employees. The use of this type of payment, the amount to be PAID and length of eligibility requires Human Resource approval. Approvers required: Dept Head, Provost/Vice President/Vice Chancellor and Human Resource Compensation.

Tips – TIP: See OP 69.09: In a limited number of locations TIPS are received. All TIPS are collected and are paid out to individuals through the Payroll process with Vice President/Provost approval. Should any employee exempt from the Fair Labor Standards Act receive a TIP, it must be surrendered and should not be paid back as wages. This Form replaces the Attachment in OP 69.09. **Approvals required: Account Manager, Department Head or Chair or next level Management.**

Military Pay Non-Exempt – MEL: See OP 70.04: Departments with employees that have been called to active duty must contact the Human Resource Office at TTU (742-3851), Ext 222 or at HSC (743-4747). The appropriate Human Resource Office will determine if the employee is eligible for Military Emergency Leave payments.

Military Pay Exempt – MEX: See OP 70.04: Departments with employees that have been called to active duty must contact the Human Resource Office at TTU (742-3851), Ext 222 or at HSC (743-4747). The appropriate Human Resource Office will determine if the employee is eligible for Military Emergency Leave payments.