

UIC POLICIES AND PROCEDURES

NUMBER
407

MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
SUBJECT One-Time Payment Authorization for Non-University Employees	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define the terms and conditions under which nonacademic and academic employees may receive one-time payment for services rendered. To establish the paperwork processing requirements for the authorization of one-time payments.

SOURCES AND BACKGROUND

Business and Finance Policy and Procedures Manual

APPLICABILITY

Non-University employees

POLICY

The One-Time Payment (OTP) is a pay mechanism for an individual who is not currently on UIC payroll, but who provides services to UIC on a "one-time" short term basis during the calendar year. The service may not extend beyond a month's duration, defined as 30 calendar days, for academic work. For support staff work, the service should not extend beyond a two-week period.

If the employee has been paid at any prior time through the BANNER system or has an active appointment, it will be necessary to use the normal appointing process instead of the One-Time Payment.

PROCEDURES

RESPONSIBILITY

1. Hiring Official

ACTION

Works with the individual to complete all required documents. Processes papers and forwards complete packet to Department/Unit Head. The packet must contain the following forms;

- One-time Payment Authorization;
- I-9 form;
- Drug-Free Workplace form; and
- Loan Default form.

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2. Department/Unit Head

Reviews all material for completeness, resolves questions or missing data. Enters the appropriate date in BANNER WORKFLOW to establish a one time pay and provides supporting data on the position.

3. Designated Human Resources Reviewer

Reviews OTP in WORKFLOW, verifies that all required materials have been completed by department and authorizes payment.