

**BRYN MAWR COLLEGE
FACULTY ADDITIONAL & EXTRA COMPENSATION**

WHEN TO USE THIS FORM

Faculty EXTRA Compensation is when a manager chooses to pay compensation for duties that are above and beyond what is associated with the base academic salary for the nine-month contract that correlated with the academic year. This compensation is a “non-regular wage payment.” The IRS dictates that non-regular wage payments be treated as supplemental wages that must be taxed at the current IRS supplemental flat percentage rate indicated in IRS Publication 15, Circular E, Employer’s Tax Guide.

Faculty ADDITIONAL Compensation is when a manager pays a faculty employee, who is not full-time, for additional duties. The hours associated with this time must be tracked and report. This compensation is a “regular wage payment.”

Use the Faculty Summer Salary Form when you are paying a continuing faculty member , who is on a nine-month contract, for work that occurs in June, July and August.

QUESTIONS ABOUT WHEN TO USE THIS FORM

- Is this employee a faculty member?
 >>>>> If yes, use this Form. >>>>> If no, use the Staff Extra Compensation form.
- Is the faculty member a full-time employee?
 >>>>> If yes, use an EXTRA Comp. code. >>>>> If no, use an ADDITIONAL Comp. code.

INSTRUCTIONS TO BUDGET MANAGERS

Enter all data (below) into the Form.

Submit completed form to one of the two authorized persons list below for authorization:

1. For all Grants-funded projects (i.e. Project IDs beginning with 4 or 21) **Nona Smith**, Sponsored Research
 2. For all non-Grant-funded activity, send completed form to **Beth Shepard-Rabadam**, Provost’s Office
- Retain copies for your records.
 - Authorized forms received by HR by the 15th of the month will be processed in that month’s payroll.

FACULTY INFORMATION

NAME OF PAYEE: _____ BMC ID #: _____

16-digit Gender Ledger Number:

Fund (1 digits)	Account Code (5 digits)	Department (5 digits)	Project (5 digits)	Earning Code (3 letters)

List of Account Codes

Comp. Type	Account Code	Description	Earning Code
EXTRA	51012	FACULTY EXTRA COMP – AY INSTRUCTION	FIN
EXTRA	51013	FACULTY EXTRA COMP – AY ADVISOR/MENTOR	FAM
EXTRA	51014	FACULTY EXTRA COMP – AY FAC CHAIR, DIRECTOR, OTHER	FCD
EXTRA	51015	FACULTY EXTRA COMP - PROF SERVICES (I.E. LECTURE, WORKSHOP, ETC.)	FPS
EXTRA	51016	FACULTY EXTRA COMP - PROF DEVELOPMENT	FPD
EXTRA	51017	FACULTY EXTR COMP – GRANTS AND AWARDS	FAW
ADDITIONAL	51003	ADDITIONAL CURRICULAR SERVICES	FRP

Details of Compensation:

Dates of Service	If ADDITIONAL, # of hours	Work Performed	Amount	Months comp. will be paid

Budget Head: _____ Department: _____ Date: _____

Grants or Provost’s Office: _____ Department: _____ Date: _____
Nona Smith or Beth Shepard-Rabadam

- For the purposes of budgeting, Budget Managers should assume a 27.5% benefit cost.
- Check if Benefit Costs may NOT exceed the grant (for Grants Office only). If checked, Payroll will process as on-line special.