

**BRYN MAWR COLLEGE
STAFF EXTRA COMPENSATION**

WHEN TO USE THIS FORM

Extra Compensation requests for staff are to compensate the staff member an extra amount in addition to their regular wages. This special or non-regular wage payment is treated as supplemental wages and will be taxed at the current IRS supplemental flat percentage rate indicated in IRS Publication 15, Circular E, Employer's Tax Guide.

INSTRUCTIONS FOR COMPLETING THE FORM

Budget Managers should complete this form and send it to the appropriate office (listed below) for approval. The approver will sign and submit the form to the Payroll Office for processing.

1. For all Grants-funded projects, those with Project IDs beginning with 4 or 21, send the completed form to the Sponsored Research Office.
2. For all non-Grant-funded projects, send the completed form to the Treasurer's Office.

Retain a copy for your records.

Approved forms received by the Payroll Office by the 15th of the month will be processed in that month's payroll.

STAFF INFORMATION

NAME OF PAYEE: _____ BMC ID #: _____

16-DIGIT ACCOUNT NUMBER:

Fund (1)	Account Code (5)	Department (5)	Project (5)

EXT	51360	ACCOUNT CODE FOR EXEMPT STAFF EXTRA COMPENSATION
NXT	51310	ACCOUNT CODE FOR NONEXEMPT STAFF EXTRA COMPENSATION

DETAILS OF COMPENSATION:

Date of Service	Work Performed	Number of Hours Worked (for nonexempt staff only)	Hourly Rate (for nonexempt staff only)	Amount	Payment Schedule (indicate pay date for lump sum or pay dates for equal distribution)

Budget Head Signature: _____

Department: _____

Date: _____

Sponsored Research Office Signature: _____

Date: _____

Treasurer's Office Signature: _____

Date: _____

- For the purposes of budgeting, Budget Managers should assume a 27.5% benefit cost.

- For Grants Office Only: Check the box if benefit cost should NOT exceed the grant (PR Processing Note: If box is checked, it must be processed as an on-line special)