

**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 request that one of the two authorized persons (listed below) 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 completed form to Sarah Robertson in the Sponsored Research Office.
2. For all non-Grant-funded projects, send completed form to Samir Datta in the Treasurer's Office.

Retain copies for your records.

Authorized 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) |
|----------|------------------|----------------|-------------|
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|-----|-------|----------------------------|
| EXT | 51360 | EXEMPT STAFF EXTRA COMP |
| NXT | 51310 | NONEXEMPT STAFF EXTRA COMP |

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) |
|-----------------|----------------|---|--|--------|---|
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Budget Head: _____ Department: _____ Date: _____

Grants Office Signature (if applicable): _____ 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)