

June 18, 2013

MEMORANDUM

TO: Vice Presidents, Deans, Directors, Department Chairs
Unit Business Managers

FR: Mike Curtin, Vice President for Finance
Sam Connally, Vice President for Human Resources

RE: New X-Pay with Benefits Form

Dear Colleagues:

Human Resources and Finance Division colleagues have developed a new form to pay an X-Pay with Benefits, which we are calling an "X-Ben" additional pay form. When Unit Business Managers open an "Additional Pay Form" in University Reports, there is a new drop down menu to indicate whether the additional pay should be processed as an "X-Pay" (without benefits) or as an "X-Ben" (with benefits).

Effective July 1, 2013, the "X-Ben" will be used instead of the Job Data Change form to issue one-time or limited-duration supplemental payments to faculty or staff which warrant the payment of retirement matching contributions, as provided in the University's 403(b) Plan.

Concurrently, the Job Data Change form may be used ONLY for supplemental payments which are for a full-year or which are continuing or indefinite in nature. The Job Data Change form will no longer be acceptable for one-time or limited-duration supplemental payments (for periods of less than one year). This is a necessary step for us to be able to distinguish between one-time or limited-duration payments and continuing payments which should be included in external reports.

Examples of completed X-Pay and X-Ben additional pay forms are available for your information at www.louisville.edu/hr/itemssofinterest.

X-Ben additional pay forms may be used for the follow job codes only:
860020 – Additional Duties – Research
860030 – Additional Duties – Administrative Home Department

Use of Job Code 860030 (Admin - Home Department) requires a brief description of the duties to be performed (or an attached letter of explanation). Job Data Change forms to pay one-time or limited-duration supplemental payments currently in the on-line JDC system with a status of "pending HR" or "pending Payroll" as of June 18, 2013, will be converted from JDC's to X-Ben supplemental payment forms by HR and Position Management, before processing. All one-time or limited-duration supplemental payments with a status of "pending Department" must be cancelled and re-submitted using the X-Ben Additional Pay form.

If you have questions regarding this new process, you may contact either Lois Templin, Salary Administration Manager, at 852-7735, or Linda Wilson, Position Management Manager, at 852-2346.

Thank you.



This Form Created: 5/31/2013, 1:22:56PM

Employee ID: [] Name: []

Current Primary Appointment Department: VPF-Systems Administration

Requested Effective Date: 7/1/2013 Current Job Code: 001353

Requested Job Code: Xpay-Additional Duties - Teaching, Job Code: 860010

A11305311322561025208B

P12

Xpay-Additional Duties - Teaching, Job Code: 860010

Institutional Base Salary: \$-1.00

CURRENT BASE AND SUPPLEMENTAL APPOINTMENTS

Effective Date	Position Number	DEPTID	Department	Job Title	Jobcode	FTE	Salary	EffDt	Account Code	% Dist	Acct CD Expiration Dt
7/1/11	90000811	1210000256	[]		001353	1.00	[]	7/1/13	30362-FBENEXP	89.670	
								7/1/13	30362-FICAEXP	89.670	
								7/1/13	30362-PNASAL	89.670	
								7/1/13	U0010-FBENEXP	10.330	
								7/1/13	U0010-FICAEXP	10.330	
								7/1/13	U0010-PNASAL	10.330	

CURRENT ADDITIONAL PAY DATA

No Current Additional Compensation Data

REQUESTED ADDITIONAL PAY DATA: Please insure all fields are completed.

Xpay-Additional Duties - Teaching, Job Code: 860010

Reason Code:Duties - Teaching

Paygroup: P12

Start Date: 7/1/2013

Stop Date: 7/31/2013

Periodic Amount: 1,000.00

Goal Amount: 1,000.00

NEW Xpay-Additional Duties - Teaching, Job Code: 860010 for PCN 90000811

Department ID: 1210000256 VPF-Systems Administration

Fiscal Year 2014, for Position Nbr: 90000811, Department ID: 1210000256

EFFDT	ACCT CD	DIST PCT	EXP DT
7/1/13	U0010-PNASAL	10.33	
7/1/13	30362-PNASAL	89.67	

Reason: Form test

Signatures:

Printed Name:

Date:

Contact #:

Department Contact: _____

Required for all actions on this form

Principal Investigator: _____

Required for all additional compensation involving grants

1210000256 VP/Dean ONLY: _____

Required for all additional compensation

HR Signature 1: _____ Date: _____

PM Signature: _____ Date: _____



This Form Created: 5/31/2013, 1:16:28PM

Employee ID: [] Name: []

Current Primary Appointment Department: VPF-Systems Administration

Requested Effective Date: 7/1/2013 Current Job Code: 001353

Requested Job Code: Xpay-Additional Duties - Teaching, Job Code: 860010

A11305311316281025208B

P12

Xpay-Additional Duties - Teaching, Job Code: 860010

Institutional Base Salary: \$-1.00

CURRENT BASE AND SUPPLEMENTAL APPOINTMENTS

Effective Date	Position Number	DEPTID	Department	Job Title	Jobcode	FTE	Salary	EffDt	Account Code	% Dist	Acct CD Expiration Dt
7/1/11	90000811	1210000256	[]		001353	1.00	[]	7/1/13	30362-FBENEXP	89.670	
								7/1/13	30362-FICAEXP	89.670	
								7/1/13	30362-PNASAL	89.670	
								7/1/13	U0010-FBENEXP	10.330	
								7/1/13	U0010-FICAEXP	10.330	
								7/1/13	U0010-PNASAL	10.330	

CURRENT ADDITIONAL PAY DATA

No Current Additional Compensation Data

REQUESTED ADDITIONAL PAY DATA: Please insure all fields are completed.

Xpay-Additional Duties - Teaching, Job Code: 860010

Reason Code: Duties - Teaching

Paygroup: P12

Start Date: 7/1/2013

Stop Date: 7/31/2013

Periodic Amount: 1,000.00

Goal Amount: 1,000.00

NEW Xpay-Additional Duties - Teaching, Job Code: 860010 for PCN 90000811

Department ID: 1210000256 VPF-Systems Administration

Fiscal Year 2014, for Position Nbr: 90000811, Department ID: 1210000256

EFFDT	ACCT CD	DIST PCT	EXP DT
7/1/13	U0010-PNASAL	10.33	
7/1/13	30362-PNASAL	89.67	

Reason: Form test

Signatures:

Printed Name:

Date:

Contact #:

Department Contact: _____

Required for all actions on this form

Principal Investigator: _____

Required for all additional compensation involving grants

1210000256 VP/Dean ONLY: _____

Required for all additional compensation

HR Signature 1: _____ Date: _____ PM Signature: _____ Date: _____