<p style="text-align:center">**INSTRUCTIONS FOR LUMP SUM PAYMENT FORM**</p>

SECTION I— EMPLOYEE INFORMATION

Enter the following information about the employee:

- Name (Last Name, First Name, Middle Initial)
- Circle the appropriate Pay Group: 10 – Biweekly or 20 – Monthly
- Georgetown University ID Number
- Home Department Number
- Regular PIN
- Regular Class Code
- Lump Sum Payment PIN
- Lump Sum Payment Class Code

SECTION II—PAYMENT INFORMATION

REASON FOR PAYMENT:

This form is used for a one-time payment or a multiple payment for inclusion in an employee's regular payroll. It may also be used to deduct a previous and erroneous Lump Sum Payment – see # 12. Provide a short explanation of the reason for payment and, if appropriate, a dollar breakdown - that is, hourly rate X number of hours worked.

DATE (S) OF SERVICE OR PERIOD COVERED:

Provide the date(s) the service or work was performed or the period covered by the payment. This information is an audit mechanism to prevent someone inadvertently multiple payment for the same work or service and to indicate the time period over which multiple payments is made.

Examples:
One service date: March 25, 2009.
Multiple dates: Lecture program from January 21, 2009 through April 28, 2009; multiple payments for each of 8 pay periods between those dates.

AMOUNT OF PAYMENT

COST CENTER(S) TO BE CHARGED

NOTE: *Lump Sum Payments cannot be charged to a Work Study cost center.*

APPROPRIATE FUNCTION CODE (From Genesys User Manual)
- **A** Instruction & Department Research
- **D** Cost Sharing Project
- **E** Organized Research, training, other sponsored projects title (RX allocations only)
- **F** Federal Work Study
- **K** Other Institutional Activities
- **L** Currently Exempt Department
- **S** Sabbatical Leave
- **W** Departmental Administration
- **Y** Sponsored Programs Administrations (RX Allocations only)

SECTION III—PAYMENT CATEGORY

Reference the "CODE" column in the Figure below, choose the "one-time payment" or "multiple payments" code that best describes the reason for the Lump Sum Payment.

Note: The one-time payment codes begin with the letter "L" and the multiple payment codes begin with the letter "A".

One-Time and Multiple Payment Codes:

#	CODE	DESCRIPTION of LUMP SUM PAYMENT TYPES
1	**LSAD** **APAD**	***Administrative Stipend*** is a payment for serving in an administrative capacity. **EXAMPLE:** *Professor in Government directs Center for Latin American Studies.*
2	**LSAP** **APAP**	**Acting Pay** is payment for duties performed outside the employee's normal position. The employee may be "acting" in a position which is vacant or in which the incumbent is absent. For staff employees, the "Lump Sum Payment Position Number/Class Code" must be provided in the Employee Data Section of the form. For academic employees, provide the class code only for the acting position. This excludes someone in the role of Acting Chair. **EXAMPLES:** *Acting Director of the Department for three months; Acting Executive Assistant for six weeks.*
3	**LSAS** **APAS**	**Academic Employment - Other** is for the payment of employees who teach academic classes that are outside their regular appointments. A copy of the contract must be attached. **EXAMPLE:** *Guest Lecturer Certificate Program.*
4	**LSCV**	**Coverage (Night and Weekend)** are payments made to *academic* faculty and residents on rotation to affiliated institutions. These payments are similar to shift differentials or hardship pay for working nights and/or weekends. **EXAMPLE:** *Worked nights at another lab.*
5	**LSFP** **APFP**	**Incentive Payment** is compensation directly related to the income generated from reaching targeted income levels or goals. Practice payments are taxed at 28%. **EXAMPLES:** *Completed 200 surveys for a study; raised $100,000 for a project.*
6	**LSSE**	***Snow Emergency Premium (Facilities)*** is used to pay facilities employees who work on a day the university is closed due to snow. **EXAMPLE:** *Employee cleared snow all evening.*

#	CODE	DESCRIPTION of LUMP SUM PAYMENT TYPES
7	**LSGR** **APGR**	*<u>Grant</u>* is University funding awarded for research or educational purposes in addition to normal salary and must be allowed in the notice of grant agreement. **EXAMPLES:** *Worked weekends to help complete a study; adapted new technologies to teach a class.*
8	**LSHA**	*<u>Housing Allowance</u>* is a payment given to supplement or fully reimburse expenses incurred while performing a service for the University. **EXAMPLE:** *Rent paid for a semester.*
9	**LSHO**	*<u>Honorarium</u>* is given to acknowledge time an individual gave for a speaking engagement or participation in a conference, workshop, etc. outside their normal job responsibilities. **EXAMPLES:** *Speaking at a conference on International Relations; coordinating the registration process for a three day conference.*
10	**LSLP**	<u>**Leave Paid Out**</u> is used to pay out leave for hours kept in a system other than Genesys. **EXAMPLE:** *150 hours of vacation was in a department's shadow system.*
11	**LSME**	<u>**Moving Expense – Taxable Reimbursement**</u> is a payment given to employees for moving expenses that a department has agreed to pay and which that does not qualify as non-taxable reimbursements under IRS guidelines. This amount must be taxed as compensation according to IRS regulations. *(**These payments are sent to Payroll for processing.**)* **EXAMPLE:** *Moving company fee.*
12	**LSNE** **APNE**	<u>**Negative Earnings Payment**</u> (**Use With Care**) is used to deduct a previous lump sum payment from an employee's record. If a negative earnings Lump Sum Payment is being processed, write the reason code LSNE next to the stated reason. *Note: This is not used for overpayment for regular earnings.* **EXAMPLE:** *Lump Sum Payment was to be paid for $200, but the Lump Sum Payment was paid incorrectly for $2,000.*

#	CODE	DESCRIPTION of LUMP SUM PAYMENT TYPES
13	**LSOS** **APOS**	**Other Staff Employment** is for payment of salaried employees for work performed outside their primary appointment, *usually for another unit of the university*. If this is a secondary appointment for a part-time employee, the department issuing the Lump Sum Payment should contact the appropriate human resources office to discuss whether the employee should be changed to a benefits-eligible status. Work should normally take place outside of regular scheduled hours. If the work is to be performed during the normal workday of the employee, written approval must be given by the employee's supervisor with an explanation of how the employee's regular work will be made up. **EXAMPLES:** *Consulting for Admissions; teaching a Yates Physical Fitness Class.*
14	**LSLO**	**Lump Sum - Other** is a payment category to be used if none of the categories listed above describes the reason for payment. A brief description of the type of payment is to be included. If payment is to an employee who has been terminated, using "repo" as the reason code will temporarily reinstate the employee. The code "repo" will make a terminated employee active only for the day on which the coded is keyed in the system. **EXAMPLE:** *Reimbursement for purchase of office group pictures taken at a retreat.*
15	**LSRP**	**Retroactive Payment** is an adjustment to the employee's salary that refers to previous pay periods. This situation could occur in cases where someone was hired, promoted, or demoted as of a certain date, but due to delays in paperwork processing, the appropriate salary change (increase or decrease) did not occur until a later pay period. The amount of the payment is the difference between their old and their new rates of pay for the period worked. **EXAMPLE:** *Salary owed for previous work.*
16	**LSSR**	**Special Recognition Payment** is made to an employee in recognition of an exemplary contribution to the University. In addition to the Lump Sum Payment Form, the department must submit a Special Recognition recommendation and approval. See the Human Resources Manual, Policy # 708: http://www12.georgetown.edu/hr/manual/policies.cfm?Sect=7&Page=98 Departments are encouraged to give employees a letter stating the amount of the special recognition award, and then include the award with the employee's regular pay. **EXAMPLE:** *Helped on a manuscript.*
17	**LSTO** **APTO**	**T*op Off*** is used in cases where additional salary is added to a faculty outside grant so that his/her salary equals what he/she would normally earn if paid by Georgetown University. **EXAMPLE:** *Professor Doe receives a grant of $60,000 for the academic year. His approved faculty salary for the year is 68,700. The Department pays him the difference of $8,700 so that he will be made financially whole for the academic year.*

#	CODE	DESCRIPTION of LUMP SUM PAYMENT TYPES
18	**LSTR**	**<u>Tuition Reimbursement (Taxable)</u>** is a payment given to an employee for tuition paid for courses taken at the department's request. Because the courses are outside the University's Tuition Assistance Program, the department pays the tuition. According to IRS regulations, these amounts must be taxed as compensation. Therefore, Tuition Reimbursement Lump Sump Payments are sent to Payroll for processing. **EXAMPLE:** *Technical course at USDA/GS (US Department of Agriculture Graduate School).*
19	**APIO**	**<u>Multiple Payments – Other Academic Employment</u>** is for the payment of employees who teach academic classes that are outside their regular appointments. A copy of the contract indicating number of payments and total contract amount must be attached. **EXAMPLE:** *An Academic is teaching history seminar for 4 months. The contract states that she is to receive 4 payments of $1,000 for a total contract amount of $4,000.*
20	**LSQP**	**<u>Qatar Overseas Inducement/Sum Payment</u>** <u>Restricted for use solely by School of Foreign Service - Qatar – Dept 2408.</u>
21	**APOV**	**<u>Overseas Inducement/ Summer Supplement</u>** <u>Restricted for use solely by School of Foreign Service - Qatar – Dept 2408.</u>

SECTION IV—PAYMENT TYPE

Indicate whether the payment is a one time payment or a multiple payment. If a multiple payment, indicate total contract amount and the number of payments.

SECTION V—SIGNATURES

Preparer writes his/her name and work telephone number. Obtain other required signatures needed from Main Campus and Medical Center Finance Offices (see Routing, below).

SECTION VI—SUPPORTING DOCUMENTS

Provide any applicable supporting documentation: copy of agreement, contract, receipt(s), etc.

DOCUMENT ROUTING:

<u>To Budget Office:</u> When the department completes the Lump Sum Payment Request, including all required signatures and documentation as appropriate, send the Request to appropriate budget office for approval signature.

To Human Resources: If the budget office approves the Lump Sum Payment Request, send the Request to the Human Resources Generalist for the department that is providing the Lump Sum. *Note* that whether or not the Lump Sum recipient is assigned to the department providing the payment, the Request goes to the Human Resources Generalist for the providing department. List of Human Resources Generalists and their client departments is @
http://www12.georgetown.edu/hr/employment_services/joblist/departmentList.cfm?Dept_Start_With=A

However, if the budget office disapproves the Lump Sum Payment Request, send it back to the originating department.

To Payroll: Once the Human Resources Generalist has reviewed and signed the Lump Sum Payment Request, he or she gives it to a Human Resources Assistant for payment keying into Genesys.

EMERGENCY PAYMENT: For payment required prior to the next scheduled payroll, use a Special Request Form, accompanied by a Lump Sum Payment. Special Check Request Form is found @
http://www3.georgetown.edu/hr/employment_services/forms.html. Requests received in Payroll by 10:00 AM are typically processed the same day, with check available to the payee at Check Distribution at the Car Barn after 4:00 PM. The Car Barn is located at 3520 Prospect Street NW – one block from Main Campus – Check Distribution is in # 304.

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