

Methods and Wage Types to Request Additional Pay

Faculty and Academic Staff

Wage Type/Reason	Description	Allows Mass Entry	Use Online Additional Pay Form PDF - Complete and email to the Payroll Office.	Use EBS Electronic Additional Pay Form with Workflow Routing	Reviewed and Approved By	Additional Comments
1395 – Academic Project Pay	Payment for work performed that is not event work.		X		Payroll Office	
1396 – Academic Project Pay UNTF	Payment for work performed that is not event work for UNTF faculty.		X		Payroll Office	
1490 Faculty Overload	Pay for overload pay for teaching, research, outreach, academic and student support activities.			X	Payroll Office	
1495 – Faculty Overload UNTF	Pay for overload pay for teaching, research, outreach, academic and student support activities for UNTF faculty.			X	Payroll Office	
1580 – Cell Phone Allowance	Paid allowance for personal cell phone use.			X	Payroll Office	
1575 – Internet Connectivity Allowance	Paid allowance for home internet use.			X	Payroll Office	
1260 – Overseas Increment	Allowance for overseas employees.		X		Payroll Office	
1270-Overseas Living Expense	Faculty overseas living expenses.		X		Payroll Office	
1510 – Prize and Awards	Prize and award payments for university recognition		X		Payroll Office	

1220 – Moving Expense	Reimbursement for authorized moving expenses negotiated as part of hiring offer.		X		Payroll Office	
1288 – Non-Exempt FAS Straight Time Up to 40 Hours	Non-Exempt FAS Straight Time Up to 40 Hours		X		Payroll Office	
1289 – Non-Exempt FAS Overtime Over 40 Hours	Non-Exempt FAS Overtime Over 40 Hours		X		Payroll Office	
1280 – Miscellaneous	Miscellaneous payments approved by FASA.		X		Payroll Office	Requires documented approval by FASA to be attached.
7005 – Tickets Comp – Non-Cash	Not a payment. Submit cost of tickets to be taxed.			X	Payroll Office	
7010 – Apparel Comp – Non-Cash	Not a payment. Submit cost of apparel to be taxed.			X	Payroll Office	
7045 – Non-Cash – Taxable Fringe	Not a payment. Submit cost of item to be taxed fringe.			X	Payroll Office	

Support Staff

Wage Type/Reason	Description	Allows Mass Entry	Use Online Special Pay Form PDF – https://ctrl.msu.edu/forms Complete and email to the Payroll Office.	Use EBS Electronic Additional Pay Form with Workflow Routing	Reviewed and Approved By	Additional Comments
1220 – Moving Expense	Reimbursement for authorized moving expenses negotiated as part of hiring offer.		X		Payroll Office	Not available for TOC.
1244 – Unit Award	Prize award payment for unit recognition award.			X	Human Resources	
1245 – University Award	Prize award payment for university recognition award			X	Human Resources	
1261 – Special Event	Payment for working a special event, such as an athletic/performance event or commencement.			X	Human Resources	
1282 – Special Agreement	Payment stipulated by Letter of Agreement or Memorandum of Understanding by the Office of Employee and Labor Relations.			X	Human Resources	Not available for TOC.
1283 – Signing Bonus	Payment for signing bonus stipulated in hiring offer letter.			X	Human Resources	Not available for TOC.
1284 – Retention/External Market	Payment to retain and employee or adjust for competitive market conditions.			X	Human Resources	Not available for TOC.

1285 – Internal Equity	Payment to align pay with internal equity compensation.			X	Human Resources	Not available for TOC.
1286 – Acting/Interim Pay	For APA and APSA only. For filling an interim position due to vacancy or leave of absence.			X	Human Resources	Not available for TOC.
1330 – Merit/Exceptional Performance	Payment to recognize exception performance.	Yes		X	Human Resources	
1405 – Project Pay	Payment for work performed that is not event work.			X	Human Resources	Not available for TOC.
1575 – Internet Connectivity Allowance	Paid allowance for home internet use.			X	Payroll Office	
1580 – Call Phone Allowance	Paid allowance for personal cell phone use.			X	Payroll Office	
Compensatory Time Payout by Hours	To pay out banked compensatory time hours.		X		Payroll Office	Not available for TOC.
Compensatory Time Payout by Dollar Amount	To pay out a compensatory time dollar amount, not reflected in banked compensatory time hours.		X		Payroll Office	Not available for TOC.
Interruption Compensation	FRIB use only to pay for time scheduled.		X		Payroll Office	Not available for TOC.
7005 – Tickets Comp – Non-Cash	Not a payment. Submit cost of tickets to be taxed.			X	Payroll Office	
7010 – Apparel Comp – Non-Cash	Not a payment. Submit cost of apparel to be taxed.			X	Payroll Office	
7045 – Non-Cash – Taxable Fringe	Not a payment. Submit cost of item to be taxed fringe.			X	Payroll Office	