



Florida

NOVA SOUTHEASTERN UNIVERSITY

SPECIAL PAYMENT FORM

One-time Bonus (1054) One-time Incentive (1054) Temp-Exempt (1036) Cluster Overload (1033)

Note: this form should not be used to setup Summer Salaries. Instead, please submit a PAF to HR Compensation

NSU ID#: _____

Employee Name: _____
(Last, First, Middle Initial)

Center/Department (Employee's Regular Dept): _____

Special Payment Requested by (Center/Dept): _____

ONE-TIME PAYMENT

Teaching

Non-teaching

Payment Date: _____

(Use Payroll calendar pay dates)

Payment Amount: \$ _____

Dates/Times work performed: _____

Purpose of Payment (Course /Location if applicable): _____

ONGOING PAYMENT

Teaching

Non-teaching

Check if changing an existing overload.

Biweekly amount: \$ _____

OR

Spread \$ _____ over _____ pays

beginning: _____ to _____

(Pay period begin date)

(Pay period end date)

Purpose of Payment: _____

ORG DISTRIBUTION

_____ - _____ - _____ %
Org Account

_____ - _____ - _____ %
Org Account

Account number(s) should be coded accordingly:

1036 for temporary-exempt payments.

1054 for Bonuses/Incentives

1033 for Cluster Overload

Authorized Signature(s)

Date

Contact Person (Please Print)

Ext.

Date

HR/Payroll USE ONLY:

HR Rep

Date

PR REP

Date