



University of
Connecticut

Special Payroll Manual

Department of Human Resources
Department of Payroll
January, 2012

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STATUTORY LANGUAGE

The regulations governing the Special Payroll are based on two statutory sources:

CGS10a-20 and CGS10a-108(a) governing the appointment of professional staff at the University.

Under these statutes, the University uses the Special Payroll for certain types of short term, temporary, seasonal, and, part-time professional staffing needs.

Temporary services typically involve less than six months of continuous employment.

Individuals hired on the Special Payroll do not receive benefits, although they may purchase medical coverage at group rates by contacting Human Resources, Employment Benefits at 486-0400 or <http://www.hr.uconn.edu/benefits/sppage.html>



Questions can be directed to your Human Resources Associate at (860) 486-2073
Complete listing of [Human Resource Associates](#)

USES AND RESTRICTIONS

1. The University uses Special Payroll for certain types of short term, seasonal, part-time or temporary professional staffing needs.
2. Temporary services typically involve less than six months of continuous full time employment.
3. Retired state employees who are employed for specific purposes related to their expertise and who will not exceed the statutory limit of 120 days per calendar year can be employed on Special Payroll.
4. Individuals who are hired on a recurring basis to teach non-credit courses can be appointed on Special Payroll.
5. Special Payroll may not be used to cover permanent or contractual end-date work normally done by bargaining unit members.
6. Undergraduate students may not be hired on Special Payroll.
7. Work on Special Payroll must be of a professional nature.
8. Part-time university employees may not be paid on Special Payroll for work considered to be part of their regular responsibilities. (For example, a half-time faculty member may not be paid on Special Payroll to teach a second half-time appointment.)
9. UConn employees in non-exempt positions may not hold a second appointment on Special Payroll due to Fair Labor Standards Act (FLSA) considerations.
10. When classes are in session, a Graduate student with a 100% assistantship must receive written approval from the Graduate School prior to accepting a Special Payroll appointment (see GA Supplemental Employment Approval form).

Please contact Payroll at (860) 486-2423 for assistance and guidance on the hiring of international graduate students and Graduate Assistants on the Special Payroll.

Please contact Human Resources at (860) 486-0410 for assistance and guidance on the use of Special Payroll.

TITLES AND ATTRIBUTES

TITLE	Gratis Indicator	Must be 50% or less?
Adjunct		
Adjunct Faculty	Optional	Yes
Research Scientist		
Assistant Research Scientist	Optional	Yes
Associate Research Scientist	Optional	Yes
Research Scientist	Optional	Yes
Senior Research Scientist	Optional	Yes
Clinical		
Clinical Associate	Optional	No
Clinical Supervisor	Optional	No
Professor in Residence		
Assistant Professor in Residence	Yes	No
Associate Professor in Residence	Yes	No
Professor in Residence	Yes	No
Research Professor		
Assistant Research Professor	Optional	Yes
Associate Research Professor	Optional	Yes
Research Professor	Optional	Yes
Specialist		
Academic Specialist	Optional	No
Instructional Specialist	Optional	No
Project/Program Specialist	Optional	No
Public Service Specialist	Optional	No
Research Specialist	Optional	No
Temporary University Specialist	Optional	No
Research Scholar		
Assistant Research Scholar	Optional	Yes
Associate Research Scholar	Optional	Yes
Research Scholar	Optional	Yes
Senior Research Scholar	Optional	Yes
Other		
Graduate Student Technician	Optional	No
Intra-University Consultant	Optional	No
Non-Credit Instructor	Optional	No
Non-Credit Specialist	Optional	No
Special Payroll Lecturer	Optional	Yes
Temporary Worker Retiree	No	No

DEFINITIONS AND USES OF SPECIAL PAYROLL TITLES

ACADEMIC SPECIALIST

To be used for those who support the teaching function and perform duties such as: grading papers or exams, proctoring, tutoring, developing curriculum, and giving guest lectures. Because of the nature of the work, appointment dates should coincide with the semester dates.

- Semester dates (fall, spring, summer and intersession)
-

ADJUNCT FACULTY

This title is used for individuals employed by the University part-time as Instructor of Record during the academic year, winter session, May term and summer session for credit courses, up to a maximum of eight (8) credits per semester. UCPEA employees hired to teach as Instructor of Record also use this title.

- Semester dates (fall, spring, summer and intersession)
 - Paid at current AAUP contractual credit rate
 - If UCPEA Professional, dual employment form is required
-

ASSISTANT PROFESSOR IN RESIDENCE (GRATIS)

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

- No set dates
-

ASSISTANT RESEARCH PROFESSOR

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigator on a grant. These positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
- Must be less than 50% or gratis

DEFINITIONS AND USES OF SPECIAL PAYROLL TITLES

ASSISTANT RESEARCH SCIENTIST

This title is generally used for an outside appointee who is working on a grant as a principal investigator. Research credentials should be consistent with research credentials equivalent to this faculty rank. Appointee is generally not expected to have formal responsibility for training students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
 - Must be less than 50% or gratis
-

ASSISTANT RESEARCH SCHOLAR

To be used for an outside appointee associated with the conduct of self-supported research. Individuals holding these titles are expected to apply for grants as Principal Investigators and support their own research activities through such grants. The title applies to individuals with research credentials equivalent to those of faculty but who are not expected to have formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
 - Must be less than 50% or gratis
-

ASSOCIATE PROFESSOR IN RESIDENCE (GRATIS)

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

- No set dates
-

ASSOCIATE RESEARCH PROFESSOR

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigators on a grant. For the most part, these positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
- Must be less than 50% or gratis

DEFINITIONS AND USES OF SPECIAL PAYROLL TITLES

ASSOCIATE RESEARCH SCHOLAR

To be used for an outside appointee associated with the conduct of self-supported research. Individuals holding these titles are expected to apply for grants as Principal Investigators and support their own research activities through such grants. The title applies to individuals with research credentials equivalent to those of faculty but who are not expected to have formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
 - Must be less than 50% or gratis
-

ASSOCIATE RESEARCH SCIENTIST

This title is generally used for an outside appointee who is working on a grant as a principal investigator. Research credentials should be consistent with research credentials equivalent to this faculty rank. Appointee is generally not expected to have formal responsibility for training students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
 - Must be less than 50% or gratis
-

CLINICAL ASSOCIATE

To be used for a non-university employee, with or without a terminal degree, who supervise practica or train graduate students. This title is to acknowledge individuals who teach or supervise students at the University.

- No set dates
-

CLINICAL SUPERVISOR

This title is to be used for inside appointees, with or without a terminal degree, who supervise practica. This title is to acknowledge individuals who teach or supervise students at the University.

- No set dates
-

GRADUATE STUDENT TECHNICIAN

To be used for temporary professional employment work (excluding teaching) by graduate students, including summer research.

- No set dates
 - Pre-approval from Graduate School if 100% GA to work additional hours (See [GA Supplemental Employment Approval Form](#)); pre-approval not required for summer or intersession appointment.
-

DEFINITIONS AND USES OF SPECIAL PAYROLL TITLES

INSTRUCTIONAL SPECIALIST

To be used for instructors during the academic year, who are not the teacher of record but who have teaching or teaching related responsibilities and work under the supervision of an instructor. They may perform duties such as managing labs, holding discussion sections, supervising practica and clinical instruction.

The course section must be completed on the payroll authorization; these positions are not part of the AAUP bargaining unit, do not pay dues and have no restrictions on credit limit per semester.

- Semester dates (fall, spring, summer or intersession)
- Course information is required.
- Pre-approval from Graduate School if 100% GA to work additional hours (See [GA Supplemental Employment Approval Form](#)); pre-approval not required for summer or intersession appointment.

INTRA-UNIVERSITY CONSULTANT

Title used by faculty members engaged in University sanctioned activity that involves consulting at remote operations including corporate sites. Such activities must be approved by the dean of the school/college, and the Provost as described in the [Policy on Extra Compensation for full-time Faculty in the AAUP](#).

- No set dates
- Must be a current full time faculty member

NON-CREDIT SPECIALIST

To be used for an appointee who provides temporary support for non-credit courses in units such as the Center for Continuing Studies and International Affairs (UCAELI) ESL Instructors.

- No set dates

NON-CREDIT INSTRUCTOR

To be used for an outside appointee who teaches non-credit courses for units such as the Center for Continuing Studies and International Affairs (UCAELI) ESL Instructors.

The course section of the payroll authorization is NOT completed.

- No set dates

PROFESSOR IN RESIDENCE (GRATIS)

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

- No set dates

DEFINITIONS AND USES OF SPECIAL PAYROLL TITLES

PROJECT/PROGRAM SPECIALIST

To be used for those who provide temporary administrative work by directing or coordinating a major University function, program, or project.

- No set dates
-

PUBLIC SERVICE SPECIALIST

To be used for individuals who provide temporary assistance directed toward the benefit of the community or organizations and individuals external to the University, such as grant projects for Social Services, Seminars, etc.

- No set dates
-

RESEARCH PROFESSOR

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigator on a grant. For the most part, these positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
 - Must be less than 50% or gratis
-

RESEARCH SCHOLAR

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principal Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
 - Must be less than 50% or gratis.
-

RESEARCH SCIENTIST

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principal Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
 - Must be less than 50% or gratis
-

DEFINITIONS AND USES OF SPECIAL PAYROLL TITLES

RESEARCH SPECIALIST

To be used for appointees who provide temporary assistance for the research function under grant funding.

- No set dates
 - Pre-approval from Graduate School if 100% GA for additional hours (See [GA Supplemental Employment Approval Form](#)); pre-approval not required for summer or intersession appointment.
 - [Faculty Research Certification form](#)
-

SENIOR RESEARCH SCHOLAR

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principle Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
 - Must be less than 50%
-

SENIOR RESEARCH SCIENTIST

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principle Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
 - Must be less than 50% or gratis.
-

SPECIAL PAYROLL LECTURER

This title is used for University faculty hired as teacher of record to teach part-time during intersession, May term (not used anywhere else), summer session or at a regional campus during the academic year. Also used for University Graduate Assistants and individuals hired as Instructor of Record to teach at the law school. These appointments must not exceed eight (8) credits per semester.

Must complete course section in Special Payroll authorization and indicate if teacher of record or team teaching. Graduate Assistants, graduate students, and Special Payroll Lecturers in the School of Law are not represented by AAUP, and therefore do not pay dues.

- Semester dates (fall, spring, summer or intersession)
 - Generally paid at current AAUP contractual credit rate
 - Pre-approval from Graduate School if 100% GA for additional hours (See [GA Supplemental Employment Approval Form](#)); pre-approval not required for summer or intersession.
-

DEFINITIONS AND USES OF SPECIAL PAYROLL TITLES

TEMPORARY UNIVERSITY SPECIALIST

To be used for temporary professional employment work, such as work related to Student Services, Athletics, Theater Productions, Registration, Counselor, Web/Graphic Design, and Interviewers, etc.

- No set dates
-

TEMPORARY WORKER RETIREE

Rehired retirees that were in the Classified State Service reemployed to assist with temporary administrative, seasonal or project based work for up to a maximum of 120 days in a calendar year.

- No set dates

FORMS AND REQUIRED DOCUMENTATION

Appointment/Offer Letter ([Offer Letter Manual](#))

All Special Payroll appointees must receive and sign an appointment letter, indicating their acceptance of the terms of the appointment including titles, duties, dates, compensation and related terms and conditions. The hiring department, deans and directors are accountable for ensuring that accurate information is included in the appointment letter. An appointment letter must accompany each Special Payroll authorization (including Gratis appointments). An appointment letter is not required for a funding change.

In lieu of an appointment letter, a "[Faculty Research Certification](#)" may be submitted for faculty hired as Research Specialists.

Faculty Research Certification Form ([PDF](#))

This form may be used for faculty engaged in research activities. This replaces the need for an offer letter for research payments.

Federal W-4 and CT-W4 Forms Income Tax Withholding Forms

Federal W-4 and State CT W-4 should be completed by each new appointee. For those individuals who are reappointed to the Special Payroll or have additional State employment, newly completed tax withholding forms are not required unless the individual chooses to change their tax withholding election. Tax withholding forms are not required to produce payment; Payroll will assign a default tax status as prescribed by IRS and Connecticut DRS regulations to those individuals who delay in submitting these forms.

Form I-9

An original Form I-9 must be completed for new Special Payroll appointments under Federal Law, section 1 must be completed by the employee's date of hire; section 2 must be completed in full within 3 days of the start of the appointment.

Form I-9 is not required for:

- an individual with concurrent active employment on the unclassified payroll;
- an individual with a concurrent appointment on the graduate assistant payroll;
- an individual with a concurrent active appointment on the Special Payroll;
- an individual with a gratis appointment;
- a foreign national with an appointment outside of the United States;

Questions regarding the proper completion of Form I-9 should be directed to Payroll. The current version of Form I-9 and the M-274 Handbook for Employers can be accessed online at www.uscis.gov/i-9.

Forms and Required Documentation, continued

Special Payroll Appointment Information Sheet [PDF](#) [Word](#)

This form is required for every initial appointment to the Special Payroll. This form is not required for active Graduate Assistants or Unclassified Payroll employees.

Dual Employment Form (PER-DE-1) [Word](#)

A dual employment form is required for State employees who are compensated for services from more than one state agency. Individuals whose primary position is considered non-exempt under the Fair Labor Standards Act may not be employed on the Special Payroll.

[Subsidiary Workflow Designation Form](#) (Time Reporting Method)

This form must be completed for all primary Special Payroll appointments to ensure supervisory review and approval of time reported online each pay period. Please refer to the Special Payroll Titles and Attributes grid to determine which appointments require this form.

Graduate Assistant Academic Year Supplemental Employment Approval Form [PDF](#)

When classes are in session, a Graduate student with a 100% assistantship must receive approval from the Graduate School prior to accepting a Special Payroll appointment.

Special Payroll Authorization

All Special Payroll actions must be submitted with this form. You can enter the information on line and print, or download the form and fill it out manually. It is available in Excel format by clicking here: [Special Payroll Authorization](#) or as an Adobe Acrobat document by clicking here [Special Payroll Authorization](#). All data on the Special Payroll authorization must match the terms of the appointment letter.



AUTHORIZATION FORM INSTRUCTIONS AND DEFINITIONS

All fields on the form must be completed in order to process appointments

1. Social Security Number (SSN)

Every authorization should have a valid Social Security Number. If the employee does not have a Social Security Number then they must apply for an SSN and submit a copy of the receipt.

2. Employee Number

Please complete if known.

3. Name

Please use employee's legal name as it appears on the Social Security card or receipt requesting a SSN.

4. Address

The address (Street, City, & State, Zip Code) must be the employee's current home mailing address and be consistent with the address listed on the employee's W-4 form.

5. Hiring Department/Contact Person

This is the individual who completes the authorization and has knowledge of the work to be performed.

6. Phone Number

This is the telephone number for the hiring department/contact person.

7. New Hire On Special Payroll

Check this box if this is an employee who has no previous or current work history on Special Payroll.

8. Continuing On Special Payroll

Check this box if there is no break in service and the employee is continuing beyond their end date.

9. Currently Faculty Or Professional

Check this box if the employee is currently working at the University on the Unclassified Payroll.

10. Rehire With Break In Service

Check this box if the employee has a previous work history on Special Payroll and is not currently active.

AUTHORIZATION FORM INSTRUCTIONS AND DEFINITIONS

11. Start Date

This is the beginning of the appointment and must match the appointment letter.

12. End Date

This is the end of the appointment or FRS coding period and must match the appointment letter.

13. FRS Account

This is the departmental FRS account from which funds will be expended for the services rendered.

14. Allotment

This is the amount to be paid from the FRS account.

15. Payroll Title

Use the appropriate title; it must match the title in the appointment letter. If the employee has more than one title, please submit a separate payroll authorization for each title.

16. Department Work Number

This is the department where the work is being performed. This is a five digit number followed by two letters (assigned by Budget as a department code).

17. Affiliated Department Number

If the funding source is not from the hiring department, enter the department code from the affiliated department here.

18. Unit/U-Box

This is the HR Unit-Box number assigned to the hiring department.

19. Send Checks To Section

Please list the section number for check distribution purposes.

20. Gratis Appointment

Indicate "yes" or "no".

21. Dual Agency Number/Name

If the individual is concurrently employed at another State agency, please list the agency number and/or name.

22. Primary Or Regular Payment: P/R

Please indicate either "P" for primary/subsidiary payment or "R" for regular payment. Primary (P) will automatically produce a subsidiary record in the Time & Attendance System (TAS) every two weeks based on the amount entered for the employee by the department. Regular (R) payment is paid in equal bi-weekly amounts (based on the allotment) with the final payment being closest to the end date of the authorization.

AUTHORIZATION FORM INSTRUCTIONS AND DEFINITIONS

23. % Grad Asst

If the appointee has a Graduate Assistantship, please indicate the percentage of commitment on the assistantship.

24. Stipend

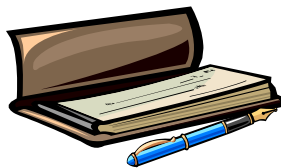
This is the total dollar amount to be paid for the duration of the appointment.

25. UConn Graduate Student

Please circle **Y** (yes) if the appointment is for a current UConn graduate student; circle **N** (no) for all other appointees.

26. Retired State Employee

Please circle **Y** (yes) if the employee has retired from state service. A retiree may be employed for up to 120 days per calendar year and if teaching has a 12 credit limit per calendar year. Please circle **N** (no) if this individual is not a retiree from state service.



INFORMATION LINKS

- ☞ [Human Resources, Employment Benefits](#)
- ☞ Listing of [Human Resources Associates](#)
- ☞ [Appointment/Offer Letter](#)
- ☞ [Federal W-4](#) and [CT-W4](#) Forms
- ☞ Special Payroll Appointment Information Sheet: [PDF](#) [Word](#)
- ☞ [Dual Employment Form](#) - (PER-DE-1) (Payroll form)
- ☞ [Graduate Assistant Academic Year Supplemental Employment Approval Form](#)
- ☞ [Subsidiary Workflow Designation Form](#)
- ☞ Special Payroll Authorization: [PDF](#) [Excel](#)
- ☞ [Policy on Extra Compensation for full-time Faculty in AAUP](#)
- ☞ Form I-9 and the M-274 Handbook for Employers: www.uscis.gov/i-9
- ☞ [Graduate School Policy](#)