

# Additional Pay

As you may already know URIC are not deployed to use the online additional pay submission system, so I removed this access from the attached security access form.

Administrators should submit a signed paper [Additional Pay Form](#) to Barbara Beeuwsaert [barbarab@northwestern.edu](mailto:barbarab@northwestern.edu)

Additional pay to Northwestern employees beyond their normal regular pay is only authorized under special circumstances and conditions.

The process and guidelines for submitting Additional Pay and Bonus requests for staff are available at <https://www.northwestern.edu/hr/for-managers/payroll-administration/additional-pay.html>

## Approval process

- **Interim Pay and Bonuses**  
Requests will be reviewed by Beth Abbott and Claire Landis.
  - Add Pay requests that are outside of the guidelines provided require HR approval. All Bonus requests are subject to further review.
- Supplemental Pay, Awards, Temporary/Interim Assignments, etc...
  - Amounts > \$2,500/month – If outside interim pay guidelines, request will be reviewed by HR prior to authorizing payment.

## Submit an Additional Pay request

- URIC are not deployed to use the online additional pay submission system; administrators should submit a signed paper [Additional Pay Form](#) to Barbara Beeuwsaert [barbarab@northwestern.edu](mailto:barbarab@northwestern.edu)  
The form must be signed by the Requestor and Dept/Business Administrator for the unit submitting the request, and includes any justification information.
- If requesting additional pay on sponsored projects, additional justification is needed
  - REQUIRED: [Justification for Additional Pay from Sponsored Projects](#); [Additional Pay Rate of Pay Calculator](#) and supporting documentation (e.g. myHR salary panel screenshot or market competitive rate support); and final budget justification, chartstring approval.
  - AS APPLICABLE: relevant sponsor documentation; [Over 90 Day Memo](#)
- If requesting additional pay for Graduate Student, the Work Authorization Form is required.
- The Office for Research Administration will submit Additional Pay request via myHR, request will be routed to workflow for Home School, School approval and HR-Ops for payment.

