

**UCONN**

---

FISCAL INSTITUTE FOR  
TRAINING (FIT)

# HUMAN RESOURCES DEPARTMENT SPECIAL PAYROLL



# AGENDA

- Overview of the Human Resources Department
- Governing Rules and Regulations for Special Payroll
- Overview of Special Payroll
- Restrictions and Guidelines
- Systems
- Process
- Employee Populations and Payroll Titles
- Forms and Related Policies
- Online Resources
- Contact Information



# LEARNING OBJECTIVES

1. Understanding how Federal law, State law, and UConn policy impact Special Payroll.
2. Understanding what Special Payroll is, what it is used for, and the restrictions and guidelines associated with it.
3. Understanding the uses of and differences between the two systems involved in hiring on Special Payroll: PageUp and SmarthHR.
4. Ensuring compliance with Special Payroll deadlines and timely submission of Special Payroll hire requests in PageUp.
5. Understanding the rules and guidelines, as dictated by State Statutes, Bargaining Agreements, and UConn Policies, as they relate to specific employee populations working on Special Payroll.
6. Recognizing the necessity of various required forms for Special Payroll and the policies that dictate them.
7. Having access to a variety of online resources relevant to Special Payroll.

# **OVERVIEW OF THE HUMAN RESOURCES DEPARTMENT**

# ORGANIZATIONAL CHART



# WHO WE ARE AND WHAT WE DO

WHO WE ARE!		WHAT WE DO!		
Human Resources Department: 51 staff members	Special Payroll team: 3 staff members	6,438 Special Payroll hire requests processed in 2023 calendar year	574 Dual Employment forms reviewed in 2023 calendar year	139 Conflict of Interest forms approved in 2023 calendar year

# ACTIVITY



**LEARNING OBJECTIVE 1 –  
UNDERSTANDING HOW FEDERAL LAW,  
STATE LAW, AND UCONN POLICY IMPACT  
SPECIAL PAYROLL**

# **GOVERNING RULES AND REGULATIONS**

# GOVERNING RULES AND REGULATIONS

Regulations governing the Special Payroll are based on two statutory sources: [CGS10a-20](#) and [CGS10a-108](#).

Per UConn's [Special Payroll Policy](#), the University may appoint project based, seasonal, durational, and temporary professional personnel to meet staffing needs associated with University programs and activities.

# AUDIT

Special Payroll may be audited by State of Connecticut auditors and internal UConn auditors at any time.

- Compliance with Federal and State laws and statutes.
- Compliance with UConn policies.
- Dual Employment forms.
- Conflict of Interest forms.





# LEARNING OBJECTIVE 2 – UNDERSTANDING SPECIAL PAYROLL

- WHAT IS IT,
- WHAT IT IS USED FOR, AND
- THE RESTRICTIONS AND GUIDELINES ASSOCIATED WITH IT

# **SPECIAL PAYROLL OVERVIEW**

# OVERVIEW

Special Payroll is a hiring mechanism for short-term, temporary, seasonal professional workers or for appointments less than 50%.

Appointments are typically six (6) months or less of continuous employment.

Special Payroll should not be used to bypass the hiring process on regular payroll.

Special Payroll appointments can be paid Hourly or via a Stipend.

- **Hourly:** timecards; paid per hour worked.
- **Stipend:** no timecards; paid in equal increments throughout appointment.

# **RESTRICTIONS AND GUIDELINES**

# USAGE

Special Payroll is used for certain types of short-term, seasonal, part-time, or temporary professional staffing needs, which must exceed clerical duties.

There are six main types of work that Special Payroll employees may perform:

Administrative	Provides administrative support to an Office or Program. The individual must have some level of discretion to carry out duties (otherwise, it is a clerical appointment and should not be employed on Special Payroll).
Course Support	Provides academic support to the instructor of UConn credit course or degree program (e.g. advising, grading, tutoring, etc.) or supervises a non-traditional course (e.g. independent study, clinical, practica).
Non-Credit Instruction	Instructs or provides support to a non-credit course. The audience is typically non- UConn students.
Research	Studies or assists with the study of a particular topic or field.
Service	Provides instruction or outreach to benefit the external community.
Teaching	Instructs (as Instructor of Record) a traditional UConn credit course, which typically includes a regular lecture component, to UConn students.

# DURATION

Appointments on Special Payroll are typically less than six months of continuous employment.



# COMPENSATION

- Special Payroll appointments can be paid via an hourly rate or stipend.
- Payroll title dictates compensation.
- Total compensation that exceeds \$25,000 in six months or \$50,000 in 12 months will be subject to review by the Executive Division.
- Payments must meet the minimum wage rate:
  - Current hourly rate may be found on the [Special Payroll Information](#) webpage or [CT Public Act 19-4](#)

January 1, 2024:  
**\$15.69/hour**

# RETIRED STATE EMPLOYEES



Retired state employees who are employed for specific purposes related to their expertise and who will not exceed the statutory limit of 120 days or 960 hours per calendar year can be employed on Special Payroll.

# USES OF SPECIAL PAYROLL

- External candidates can be appointed on Special Payroll.
- Internal candidates can be appointed on Special Payroll.
- Work on Special Payroll must be of a professional nature.
- Undergraduate students may not be hired on Special Payroll.
- Management/Confidential employees may not be hired on Special Payroll.
- Special Payroll may not be used to replace permanent or contractual end-date work normally done by bargaining unit members.

# PART-TIME UNIVERSITY EMPLOYEES

Part-time University employees on the regular payroll may not be paid on Special Payroll for work considered to be part of their regular responsibilities.

# STATE OF CONNECTICUT, DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)

DAS may prohibit employees in Non-Exempt positions from holding a secondary appointment on Special Payroll.

- Approval must be obtained for such appointments via the CT-HR-25 (Dual Employment) form prior to the start of the secondary appointment.



Form #: CT-HR-25  
Revised: 5/2017

## Statewide Human Resources Management Dual Employment Request Form

# ACTIVITY



**LEARNING OBJECTIVE 3 – UNDERSTANDING  
THE USES OF AND DIFFERENCES BETWEEN THE  
TWO SYSTEMS INVOLVED IN HIRING ON  
SPECIAL PAYROLL.**

**SYSTEMS**  
PAGEUP AND SMARTHR

# PAGEUP

PageUp People is a cloud-based applicant tracking system with recruitment and onboarding modules, utilized by UConn.

WELCOME TO THE  
**PageUp Project**



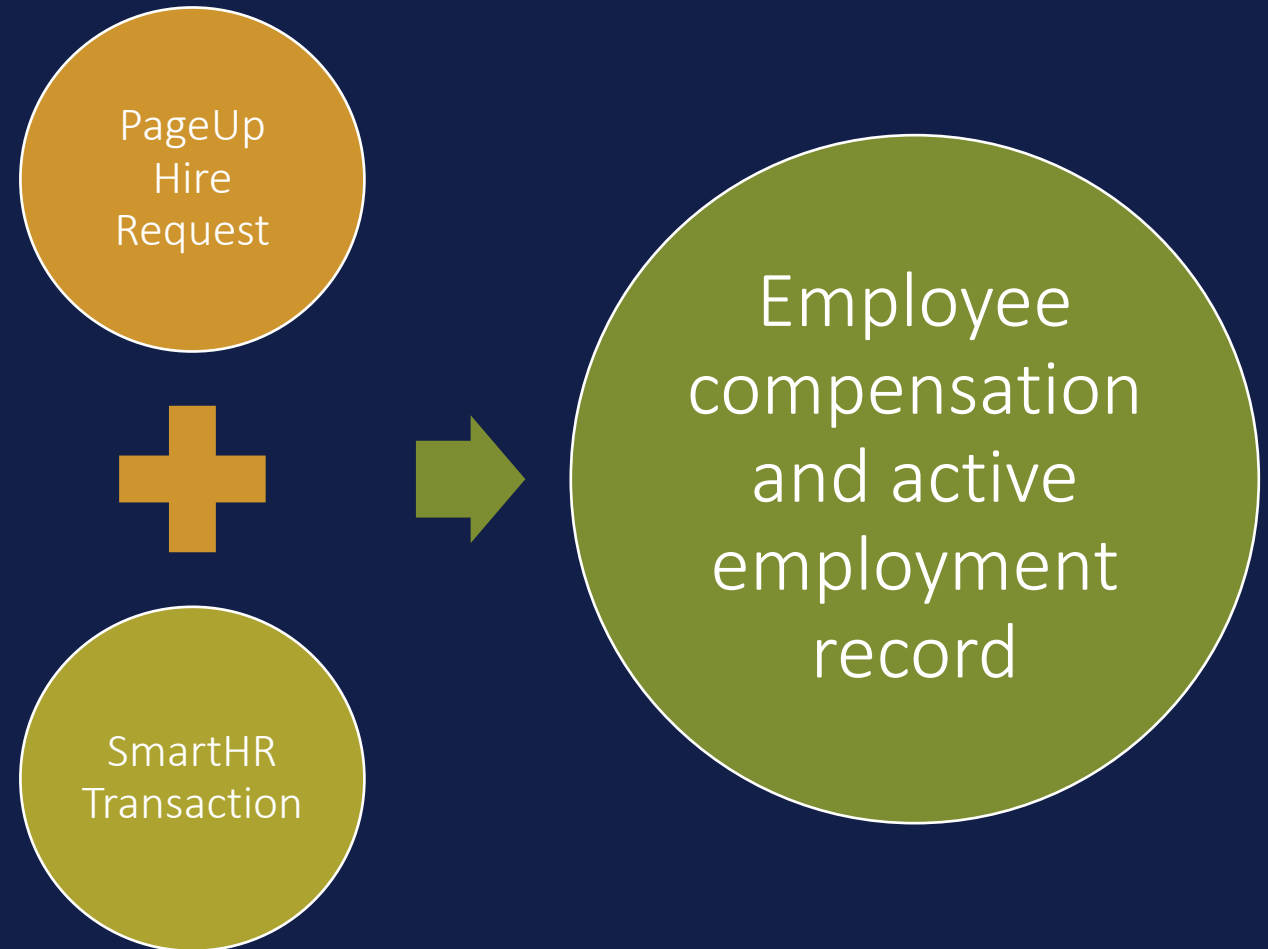
# SMARTHR

SmartHR is an electronic payroll authorization tool developed to replace paper payroll authorizations.

# PAGEUP AND SMARTHR

HR approval in PageUp **does not** initiate compensation. If a hire request is approved by HR, but a SmartHR has not been submitted by your department's processor, the employee will not be paid.

Departments must create and submit a SmartHR transaction for each hire and/or data change for Payroll to process compensation.



# TYPES OF ACTIVITY AND TRANSACTIONS REQUIRED

Some activity requires the submission of a hire request in PageUp and SmartHR transaction, and approval by both HR and Payroll. Other activity requires only the submission of a SmartHR transaction and Payroll approval.

## PageUp and SmartHR

New/initials hires

Rehires

Data changes:

- Appointment dates (e.g., extending end date)
- Compensation (e.g., hourly rate, stipend, total allotment)

Faculty overload payment for all faculty (i.e., 9-mo, 10-mo) excluding those submitted by CETL

11-month faculty earning any additional compensation (i.e., summer salary; overload payment)

## SmartHR Only

Supervisor change for a current appointment

Separation from a current appointment

Funding change for a current appointment

9- and 10-month faculty earning summer salary

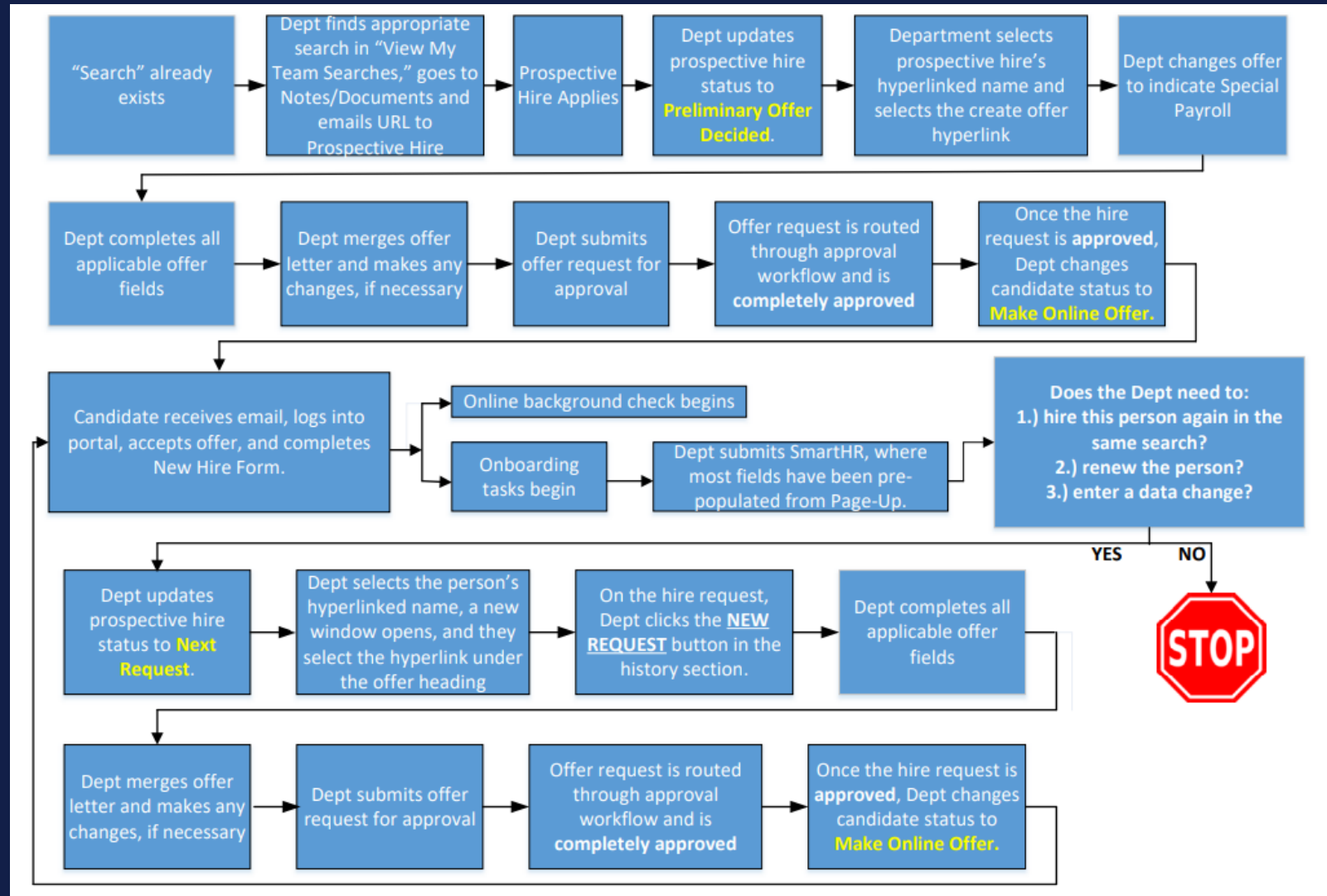
9- and 10-month faculty overload payments for Winter/May/Summer intersession faculty teaching submitted by CETL



**LEARNING OBJECTIVE 4 – ENSURING COMPLIANCE WITH SPECIAL PAYROLL DEADLINES AND TIMELY SUBMISSION OF SPECIAL PAYROLL HIRE REQUESTS IN PAGEUP.**

**PROCESS**

# SPECIAL PAYROLL WORKFLOW



# APPROVAL TIMELINES/DEADLINES

Processing deadline dates for appointments related to academic semesters may be found on the [Special Payroll Information](#) webpage.

Session	Start Date	End Date	Due in PageUp	HR Approval	Due in SmartHR
Summer Session 2	7/8/2024	8/12/2024	4/30/2024	5/31/2024	6/21/2024
Alt Session 2	7/8/2024	8/12/2024	4/30/2024	5/31/2024	6/21/2024
Fall 2024	8/26/2024	12/18/2024	6/7/2024	7/16/2024	7/26/2024

Hire requests should be submitted 4-6 weeks in advance of the employee's start date.

If dually employed, hire requests should be submitted 6-8 weeks in advance of the employee's start date.

**Note:** Mid-March through August is the highest volume period for Special Payroll, and processing timelines may extend to 8 weeks.

# APPROVAL TIMELINES/DEADLINES

To ensure that employees complete necessary tasks prior to the start of their employment, the request to hire on Special Payroll must receive final approval from HR at least ten (10) business days prior to the start date.

## COMPLIANCE WITH FEDERAL LAW

- In compliance with federal law, no employee should begin working without Section 1 of the I-9 completed on their first day of employment;
- Section 2 of the I-9 must be on file within three (3) days of their first date of employment.

## RETIREMENT ELECTION

- Eligible employees must make an irrevocable retirement election by the end of their first day of employment.
- An employee's retirement election is irrevocable and will remain with the employee through the duration of their employment with the State of Connecticut; adequate time to make this decision is paramount to new employees.

## COMPLIANCE WITH TERMS AND CONDITIONS OF EMPLOYMENT

- All employees must meet the terms and conditions of their employment prior to the start of their appointment, including:
  - Successful completion of a criminal background check

# LATE HIRE REQUEST SUBMISSION

Potential risks of late hire request submission include:

- Delayed payment for the employee
- Exposing your Department and the University to non-compliance with federal law
- Not allowing new employees adequate time to make an irrevocable retirement election
- Not allowing employees adequate time to meet all terms and conditions of employment

**Departments are not permitted to have candidates begin working without HR approval.**

# WHAT DOES A SPECIAL PAYROLL HIRE REQUEST NEED?

<p><b>POSITION DETAILS</b></p> <ul style="list-style-type: none"> <li>• Payroll title*</li> <li>• Data change?*</li> <li>• Type of work*</li> <li>• Appointment dates*</li> <li>• School/College/Division*</li> <li>• Building location*</li> <li>• NetID</li> </ul>	<p><b>COMPENSATION AND ANTICIPATED HOURS</b></p> <ul style="list-style-type: none"> <li>• 100% grant-funded?</li> <li>• Payment type*</li> <li>• Total stipend/allotment*</li> <li>• Hourly rate</li> <li>• Anticipated weekly hours*</li> </ul>	<p><b>COMPLIANCE QUESTIONS</b></p> <ul style="list-style-type: none"> <li>• Is the applicant a relative of a UConn employee?</li> <li>• Is the applicant a State of Connecticut retiree?</li> <li>• Does the appointment result in dual employment?</li> </ul>	<p><b>ONBOARDING</b></p> <ul style="list-style-type: none"> <li>• Onboarding form*</li> <li>• Onboarding workflow*</li> <li>• Immediate supervisor*</li> <li>• Search initiator/onboarding access</li> <li>• Onboarding coordinator</li> <li>• Onboarding delegate</li> </ul>	<p><b>OFFER DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• Offer letter*</li> <li>• Dual Employment form</li> <li>• Conflict of Interest form</li> <li>• Flexible Schedule Work Agreement form</li> <li>• Faculty Request for Overload form</li> </ul>
<p><b>CONDITIONS OF EMPLOYMENT</b></p> <ul style="list-style-type: none"> <li>• Employee classification*</li> <li>• Work arrangement</li> <li>• Summary of duties*</li> <li>• Minimum qualifications*</li> <li>• Justification*</li> </ul>	<p><b>TEACHING</b></p> <ul style="list-style-type: none"> <li>• Total credits</li> <li>• Lab premium</li> <li>• Multi-year contract dates</li> <li>• Appointment semester</li> <li>• Academic department</li> </ul>	<p><b>BACKGROUND CHECK QUESTIONS*</b></p> <ul style="list-style-type: none"> <li>• KFS for CBC</li> <li>• Drive University vehicle and/or others?</li> <li>• Teaching, advising, supervising UConn students?</li> <li>• Working with, teaching, advising, supervising minors?</li> <li>• Access to confidential, security sensitive information?</li> <li>• Access to security sensitive buildings?</li> </ul>	<p><b>COMMENTS</b></p>	<p><b>APPROVAL PROCESS</b></p> <ul style="list-style-type: none"> <li>• Initiator*</li> <li>• Approval process*</li> </ul>

\* Indicates a required field.

# IDENTIFYING WHICH SPECIAL PAYROLL SEARCH TO USE

There are four Special Payroll searches available per department:



See the [Special Payroll Technical Functional Guide](#) for more information

# UPDATING AND CANCELLING HIRE REQUESTS

There are specific actions to be taken by departments and HR when a hire request needs to be updated or cancelled, depending on where the request is in the process.

Please utilize the [Update Hire Request](#) and [Cancel Hire Request](#) documents to be compliant with HR processes.

Time for a coffee  
break!

---



*Coffee Break*



**LEARNING OBJECTIVE 5 – UNDERSTANDING THE RULES AND GUIDELINES, AS DICTATED BY STATE STATUTES, BARGAINING AGREEMENTS, AND UCONN POLICIES, AS THEY RELATE TO SPECIFIC EMPLOYEE POPULATIONS WORKING ON SPECIAL PAYROLL.**

# **EMPLOYEE POPULATIONS AND PAYROLL TITLES**

# EMPLOYEE POPULATIONS AND PAYROLL TITLES

ADJUNCT FACULTY

# ADJUNCT FACULTY

Adjunct Faculty are temporary employees who teach as the instructor of record during the academic year or Winter/Summer intersession for a credit-bearing course.

Adjunct Faculty are governed by the [AAUP contract](#) (Article 1, *Recognition*).

Adjunct Faculty may be external hires, UCPEA employees, non-teaching AAUP employees, or rehired retirees.

# AAUP RELEVANT ARTICLES

## Article 19.7, *Adjunct Faculty Compensation*

- Adjunct Faculty are minimally paid at the per credit rates.
- Adjunct Faculty who have worked more than 4 consecutive semesters must receive the 2% increase per credit rate.
- Adjunct Faculty who have worked more than 12 consecutive semesters must receive the 3% increase per credit rate.

## Article 26.7, *Adjunct Faculty*

- Section B. The maximum number of credits an Adjunct may teach in one semester is eight (8).
- Section C. Multi-year Contracts
  - If hired prior to 7/1/2017: shall be offered a multi-year contract after ten (10) consecutive semesters.
  - If hired on/after 7/1/2017: shall be offered a multi-year contract after twelve (12) consecutive semesters.
- Section H. Adjuncts who teach both the lecture and lab section of a course must be paid as an adjunct for the lecture and each lab section.

# AAUP RELEVANT ARTICLES

## Article 26.3, *Notice of Termination*

- In the event of programmatic change, low course enrollment, or bona fide fiscal constraints during the term of an employment contract, temporary employees shall be entitled to notice of termination or pay and benefits for which they are eligible under the applicable plans in lieu thereof, according to the follow schedule:
  - i. Faculty with semester appointments shall receive thirty (30) calendar days' notice.
  - ii. Faculty with semester appointments with six (6) or more consecutive semesters of employment shall receive forty-five (45) calendar days' notice.

Please refer to the [Cancel Hire Request](#) document for specific steps to follow in these cases.

# AAUP RELEVANT ARTICLES – SUMMER AND WINTER

## Article 38.1(A)(5), *Compensation, Traditional Credit Courses, Adjunct Faculty*

- Adjunct faculty who teach during the regular academic year shall be paid the same rate when teaching the same course(s) during the summer.

## Article 38.1(E), *Compensation, Course Preparation*

- If a class that a faculty member has not previously taught during the summer or intersession is cancelled, the faculty member will receive \$400 per credit as compensation for course preparation.

## Article 38.2(D), *Administration of Summer and Winter*

- The University reserves the right to cancel classes due to low enrollment. Notice to affected faculty will occur no later than the business day before the start of classes.

# EMPLOYEE POPULATIONS AND PAYROLL TITLES

## GRADUATE STUDENTS

# GRADUATE STUDENTS

Graduate students may be appointed to extra-compensatory assignments that occur outside the normal academic year (i.e., winter intersession, May term, summer sessions). These appointments are governed by the [GEU-UAW contract](#) (Article 34, *Summer/Intersession GA Appointments*, Section 1).

Graduate students may perform teaching, course support, research, or work similar/directly related to their academic year Graduate Assistantship.

Graduate student titles on Special Payroll outside of the normal academic year:

- Graduate Student Technician
- Graduate Special Payroll Lecturer
- Graduate Instructional Specialist

# GRADUATE STUDENT TECHNICIAN

## Article 34, *Summer/Intersession GA Appointments*

### Section 3. Extra-Compensatory Research Appointments.

- a) GAs appointed to extra-compensatory research assignments may be appointed to terms between 2 and 12 weeks and will be classified as a Graduate Student Technician.
- b) The biweekly stipend rate shall be at least equivalent to the stipend rate received during the preceding academic year. The percentage appointment does not need to match the percentage appointment during the preceding academic year.

Calculator	
Appointment Start Date (mm / dd / yyyy)	<input type="text"/>
Appointment End Date (mm / dd / yyyy)	<input type="text"/>
Weekly Hours (expected number of hours worked in a full work week)	<input type="text"/>
Semester Contractual Level (rates reflected as of AY 21-22)	<input type="text"/>
<input type="button" value="calculate"/>	

Calculator	
Results	
Appointment Start Date	5/23/2024
Appointment End Date	8/22/2024
Weekly Hours	20
Semester Contractual Level	\$1,375.62
Number of Pay Cycles	6.6
Adjusted Biweekly	\$1,375.62
Stipend Amount	\$9,079.09

For minimum stipend calculations, please see the [Special Grad Calculator](#).

# GRADUATE SPECIAL PAYROLL LECTURER

Article 34, *Summer/Intersession GA Appointments*

## Section 4. Extra-Compensatory Instructional Appointments

- a) A GA appointed to serve as an instructor of record (IOR) shall be paid in accordance with Section 5 and is classified as a Graduate Special Payroll Lecturer.
- e) If a class that an IOR has not previously taught during the summer or intersession is cancelled, the IOR will receive \$375 per credit as compensation for course preparation.

Article 34, *Summer/Intersession GA Appointments.*

## Section 5. Minimum per credit rate

- The minimum per credit rate, upon which the amounts will be paid to the GAs in extra-compensatory instructional appointments shall follow the schedule below:
  - Effective August 23, 2023: the minimum per credit rate shall be at least \$1,873.
  - Effective August 23, 2024: the minimum per credit rate shall be at least \$1,939.

# GRADUATE INSTRUCTIONAL SPECIALIST

Article 34, *Summer/Intersession GA Appointments*

## Section 4. Extra-Compensatory Instructional Appointments

b) A GA appointed to work in an instructional support capacity (not as an IOR) shall be appointed to an FTE percentage equivalent commensurate with the nature of the duties performed and paid at least the minimum per credit rate for the credit equivalent according to the schedule below:

GA FTE Percentage Equivalent	Credit Equivalent
100%	3
67%	2
33%	1

# GRADUATE INSTRUCTIONAL SPECIALIST

Article 34, *Summer/Intersession GA Appointments*

## Section 4. Extra-Compensatory Instructional Appointments

GA FTE Percentage Equivalent	Credit Equivalent
100%	3
67%	2
33%	1

1 Credit: This is the most common level and shall include basic support for a course, including, but not limited to, overseeing a single lab section, overseeing a single discussion section, acting as a grader for a course, or providing basic support to an online course.

2 Credit: This is a less common level and shall include support to a course which exceeds the basic level of support provided at the 1-credit level, including but not limited to, leading a lab section and grading writing for a Q/W course or providing support to an online course whose enrollment cap has been increased significantly from the standard summer class size.

3 Credit: This is the least common level and shall include support to a course which includes the full range of activities typical of and at the level of an IOR, including, but not limited to, providing support to an online course whose enrollment has been intentionally set at 15 students higher than the standard summer class size.

# GRADUATE OVERLOAD APPOINTMENTS

Graduate Assistants can work on Special Payroll during **Fall/Spring Semesters**, but as a **rarity**. To request a Graduate overload:

1. Graduate student must have a full-time graduate assistantship (20 hours per week)
2. Must receive approval from the Graduate School via the [Graduate Assistant Academic Year Supplemental Employment Request form](#).

**EMPLOYEE POPULATIONS AND PAYROLL  
TITLES  
FACULTY**

# POLICY ON FACULTY COMPENSATION

UConn's [Policy on Faculty Compensation](#) establishes the standards under which regular payroll faculty may receive compensation from the University or external entities. Such compensation must be in conformance with relevant state and federal guidelines and the Connecticut [Guide to the State Code of Ethics](#).

As it relates to Special Payroll, the Policy defines two separate and distinct categories of faculty compensation:

1. Summer salary
2. Overload pay

# SUMMER SALARY

Faculty may be assigned teaching, research, service, or administrative duties during the period in which they are not already scheduled to work according to their regular academic year or annual year appointment. The table below describes the maximum effort and compensation a faculty member may earn as summer salary according to regular appointment term.

Appointment Term	Effort	Proportion of Current Full-Time Annual Salary	Time Period
Nine-month	Three months	3/9	May 23 – August 22
Ten-month	Two months	2/10	June 23 – August 22
Eleven-month	One month	1/11	Eligible to be paid out at any point in the year

Summer salary for 9- and 10-month faculty is submitted directly to SmartHR.

Summer salary for 11-month faculty is submitted to PageUp.

# OVERLOAD PAY

On occasion, faculty may be asked to perform work for the University that is substantially different from or in addition to the essential duties and responsibilities defined in the faculty member's regular appointment.

Overload pay may be appropriate for activities including, but not limited to, teaching during winter or May intersession, online course development sponsored by CETL, outreach, performance, or academic/student support.

All requests for overload pay must be approved by the department head, dean, provost, and human resources as needed via the University's formal approval process in advance of the start of the activity. Total overload pay should not exceed 25% of the twelve-month equivalent.

Overload pay cannot be grant funded.

Overload pay for faculty is submitted in PageUp, excluding 9- and 10-month faculty overload appointments submitted by CETL.

# CALCULATING SUMMER SALARY

Jonathan Husky XIV is a 10-month Professor & Director with the Husky Department with an annual salary of \$120,000. Jonathan will be working a summer research appointment (100% grant-funded) on Special Payroll from 6/23/2024 - 8/22/2024. How much can Jonathan earn as summer salary?

**Step 1.** Divide the annual salary by the number of months in their appointment.

$$\begin{aligned} &\text{Annual Salary} / \text{Appointment Terms} \\ &\$120,000 / 10 \text{ months} = \$12,000 \end{aligned}$$

**Step 2.** Multiply the result by the additional months the faculty may be compensated for.

$$\begin{aligned} &\text{Result} * \text{Additional Months} = \text{Maximum Summer Salary Earnings} \\ &\$12,000 * 2 \text{ months} = \boxed{\$24,000} \end{aligned}$$





## CALCULATING OVERLOAD PAY

Jonathan Husky XV is a 9-month Associate Professor with the Husky Department with an annual salary of \$102,000. Jonathan will be working on developing a course from 9/1/2024 – 12/1/2024. How much can Jonathan earn as overload pay?

**Step 1.** Divide the annual salary by the number of months in their appointment.

$$\begin{aligned} &\text{Annual Salary / Appointment Terms} \\ &\$102,000 / 9 \text{ months} = \$11,333.33 \end{aligned}$$

**Step 2.** Multiply result by 12 for their 12-month salary.

$$\begin{aligned} &\text{Result * 12 months} \\ &\$11,333.33 * 12 \text{ months} = \$136,000 \end{aligned}$$

**Step 3.** Multiply result by 25% for maximum overload pay.

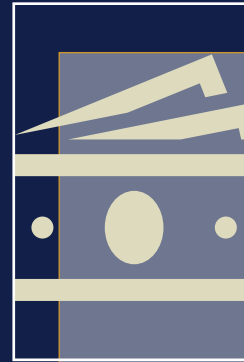
$$\begin{aligned} &\text{Result * 25\% = Maximum Overload Earnings} \\ &\$136,000 * 0.25 = \boxed{\$34,000} \end{aligned}$$

# AGREEMENT TO WAIVE COMPENSATION

Per the UConn Policy on [Faculty Compensation](#), faculty members may choose to waive compensation and direct funds to a University account.



Summer Salary and Overload compensation may be waived if the faculty member chooses to accept payment in the form of faculty research funds.



Waived compensation in the form of faculty research funds is not considered personal compensation and cannot be used to supplement a faculty member's full-time annual salary or summer salary in future years. Waived compensation is not included in the determination of summer salary or overload pay maximums.



Faculty must waive compensation **prior** to the start of the activity.

# ADDITIONAL FACULTY COMPENSATION INFORMATION

AAUP Contract: Article 38.1, *Summer and Winter Compensation*

Dictates compensation of faculty who hold academic appointments during the regular academic year and who teach credit bearing courses during the summer or intersessions.

AAUP Contract: Article 39, *Compensation for the Development of Online Courses*

Dictates compensation of faculty who are developing an online course.

# ACTIVITY

# **EMPLOYEE POPULATIONS AND PAYROLL TITLES**

REHIRED RETIREES

# REHIRED RETIREES

Rehired Retirees are previous employees of any State of Connecticut agency, including UConn, who have retired and are being rehired by the University on Special Payroll.

Guidelines and compensation for Rehired Retirees are based on [Executive Order #27-A](#), which drives UConn's [Policy on Re-Employed Retirees](#).

# UCONN'S POLICY ON RE-EMPLOYED RETIREES

Per UConn's [Policy on Re-Employed Retirees](#), the University may re-employ retirees when operational, administrative, and/or financial benefits dictate, or when needed to maintain continuing operations. The University re-employs retirees who have particular expertise necessary to meet a variety of academic, clinical, research, programmatic, and/or administrative needs at a cost savings or benefit to the University and state of Connecticut.

Appointments of re-employed retirees shall be reviewed by the President, Provost, or their designee, and Human Resources to assess the continued operational needs and to ensure conformance with the Policy.

# TYPES OF REHIRED RETIREES

For the purposes of Special Payroll, UConn differentiates two types of rehired retirees:

1. Classified retirees
2. Unclassified retirees
  - a) Time reporters
  - b) Non-time reporters

Whether one is a Classified or Unclassified retiree dictates payroll title, compensation type, and earning and work limitations.

# CLASSIFIED RETIREES



## Who?

Employees who retired from a Classified State position



## Payroll Title:

Temporary Worker Retiree



## Compensation Type:

Hourly



## Earning and Work Limitations:

- May be compensated up to 75% of their hourly rate at the time of retirement.
- May work up to a maximum of 960 hours per calendar year.



# CLASSIFIED REHIRED RETIREE CALCULATING MAXIMUM YEARLY EARNINGS

---

An employee retired from UConn as a Secretary II (Classified), making an hourly rate of \$30.00 per hour. UConn is looking to hire this person in a temporary capacity while the department conducts a search to hire a replacement. What is the maximum hourly rate the department can pay, and what are this person's maximum yearly earnings as a rehired retiree?

**Step 1.** Calculate 75% of the hourly rate at retirement to determine the maximum hourly rate.

$$\begin{aligned}\text{Hourly rate at retirement} * 75\% &= \text{Maximum hourly rate} \\ \$30.00 * 0.75 &= \$22.50\end{aligned}$$

**Step 2.** Multiply the maximum hourly rate by the maximum number of hours to determine maximum yearly earnings.

$$\begin{aligned}\text{Maximum hourly rate} * \text{Maximum yearly hours} &= \text{Maximum yearly earnings} \\ \$22.50 * 960 \text{ hours} &= \boxed{\$21,600}\end{aligned}$$

# UNCLASSIFIED RETIREES – TIME REPORTERS



## Who?

Employees who retired from a time reporting Unclassified State position



## Payroll Title:

Any hourly paid Special Payroll title



## Compensation Type:

Hourly

## Earning and Work Limitations:



- May be compensated up to 75% of the individual's pre-retirement hourly rate.
- May work up to a maximum of 120 days/960 hours per calendar year.
- Retirees working in Adjunct positions are limited to teaching 12 credits per calendar year.



## TIME REPORTING UNCLASSIFIED REHIRED RETIREE CALCULATING MAXIMUM YEARLY EARNINGS

An employee retired from UConn as an Administrative Program Manager 2 (Unclassified, time reporting), earning \$52.75 per hour at the time of retirement. UConn is looking to hire them in a temporary capacity as they are uniquely qualified to fill a temporary position. What is this person's maximum hourly rate and maximum yearly earnings?

**Step 1.** Calculate 75% of the hourly rate at retirement.

$$\begin{aligned}\text{Hourly rate at retirement} * 75\% &= \text{Maximum hourly rate} \\ \$52.75 * 0.75 &= \$39.56\end{aligned}$$

**Step 2.** Multiply the maximum hourly rate by the maximum number of hours to determine maximum yearly earnings.

$$\begin{aligned}\text{Maximum hourly rate} * \text{Maximum yearly hours} &= \text{Maximum yearly earnings} \\ \$39.56 * 960 &= \boxed{\$37,977.60}\end{aligned}$$

# UNCLASSIFIED RETIREES – NON-TIME REPORTERS



## Who?

Employees who retired from a non-time reporting Unclassified State position



## Payroll Title:

Any Special Payroll title



## Compensation Type:

Hourly or Stipend (determined by title chosen)

## Earning and Work Limitations:



- May be compensated up to 75% of the individual's pre-retirement pay for 120 days of work.
- May work up to a maximum of 120 days/960 hours per calendar year.
- Retirees working in Adjunct positions are limited to teaching 12 credits per calendar year.



# NON-TIME REPORTING UNCLASSIFIED REHIRED RETIREE CALCULATING MAXIMUM YEARLY EARNINGS

An AAUP represented employee retired earning an annual salary of \$145,000. The department would like to hire the employee as a rehired retiree to maintain continuing operations. What is the employee's maximum yearly earnings?

**Step 1.** Calculate 75% of the salary at retirement.

$$\begin{aligned} &\text{Salary at retirement} * 75\% \\ &\$145,000 * 0.75 = \$108,750 \end{aligned}$$

**Step 2.** Divide the result by 2, as 120 days of work is considered  $\frac{1}{2}$  of a year.

$$\begin{aligned} &\text{Result} / 2 = \text{Maximum yearly earnings} \\ &\$108,750 / 2 = \$54,375 \end{aligned}$$

# CLASSIFIED REHIRED RETIREE

## CALCULATING MAXIMUM YEARLY EARNINGS – ACTIVITY

A State of Connecticut employee retired from their Classified position, where they earned \$47.00 per hour at the time of their retirement. If this employee were to work on UConn's Special Payroll as a rehired retiree:

What would be their maximum hourly rate?

\$35.25

What would be their maximum yearly earnings per calendar year?


\$33,840.00

### Classified Rehired Retiree

A State of Connecticut employee retired from their Classified position, where they earned \$47.00 per hour at the time of their retirement. If this employee were to work on UConn's Special Payroll as a rehired retiree:

What would be their maximum hourly rate?

What would be their maximum yearly earnings per calendar year?



The diagram consists of two multiplication equations side-by-side, separated by a vertical line. Each equation is represented by three light blue circles. The first circle is followed by a black 'x' symbol, the second circle is followed by an equals sign, and the third circle is the result. The first equation is for the maximum hourly rate, and the second is for the maximum yearly earnings per calendar year.

# TIME REPORTING UNCLASSIFIED REHIRED RETIREE

## CALCULATING MAXIMUM YEARLY EARNINGS – GOOGLE SLIDES ACTIVITY

A State of Connecticut employee retired from their time reporting Unclassified position, where they earned an hourly rate of \$39.25 at the time of their retirement. If this employee were to work on UConn's Special Payroll as a rehired retiree:

**What would be their maximum hourly rate?**

\$29.44

**What would be their maximum yearly earnings?**

\$28,262.40

# NON-TIME REPORTING UNCLASSIFIED REHIRED RETIREE

## CALCULATING MAXIMUM YEARLY EARNINGS – GOOGLE SLIDES ACTIVITY

A State of Connecticut employee retired from their non-time reporting Unclassified position, where they earned an annual salary of \$132,000 at the time of their retirement. If this employee were to work on UConn's Special Payroll as a rehired retiree:

**What would be their maximum yearly earnings?**

\$49,500.00

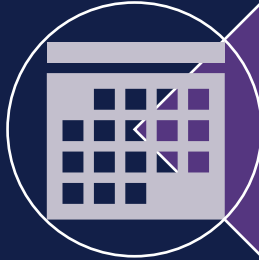
# REHIRED RETIREE EARNING AND WORK LIMITATIONS

Human Resources does not track the hours a rehired retiree has worked, even if timecards are submitted. It is up to the retiree/department to track time worked, including those retirees paid via stipend.

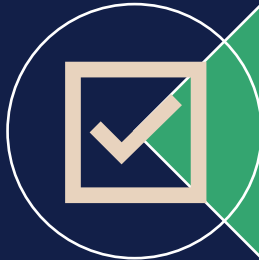
A retiree exceeding their maximum allotment or maximum hours/days worked may impact their retiree/pension benefits.

Hours worked at other State agencies count towards a retiree's 120 day/960-hour maximum.

# REHIRED RETIREE EARNING AND WORK LIMITATIONS



Re-employed retirees may not be re-employed for more than three calendar years.



Exceptions to the compensation and/or three calendar year maximum may be made with approval of the President, Provost, or their designee.



Re-employed retirees must acknowledge their understanding of their work limitations via the State of Connecticut Temporary Post Retirement Reemployment form (CO-1208).

# **EMPLOYEE POPULATIONS AND PAYROLL TITLES**

RESEARCH APPOINTMENTS

# RESEARCH APPOINTMENT HOUR LIMITATIONS

Research Specialist and Research Technician are the only two research titles which allow a candidate to work over 19 hours per week.

All other research titles are limited to working under 50% FTE (or 19 hours) per week.

# ACTIVITY



**LEARNING OBJECTIVE 6 – RECOGNIZING THE NECESSITY OF VARIOUS REQUIRED FORMS FOR SPECIAL PAYROLL AND THE POLICIES THAT DICTATE THEM.**

# **FORMS AND RELATED POLICIES**

# **FORMS AND RELATED POLICIES**

## DUAL EMPLOYMENT

# DUAL EMPLOYMENT

In accordance with [Sec. 5-208a](#) of the Connecticut General Statutes, no state employee shall be compensated for services rendered to more than one state agency during a biweekly pay period unless the appointing authority or designee of each agency approves a Dual Employment agreement.

In accordance with [General Letter 204](#), by signing the Dual Employment form, agencies are certifying that:

- Dual assignment will not result in eligibility for additional benefits or overtime
- Any dual employment assignment that results in additional benefits or necessity to pay overtime must be approved in advance by the Commissioner of Administrative Services

# WHAT IS DUAL EMPLOYMENT?

Dual Employment occurs when an individual holds more than one paid appointment with the State of Connecticut.

Dual Employment forms are required to be completed in the following instances:

1. For an employee with at least two positions, one at UConn and one or more at another State agency (including UConn Health)
2. For an employee that is FLSA Non-Exempt

# DUAL EMPLOYMENT RESPONSIBILITIES

When an employer/agency completes a Dual Employment form, they are certifying the following:

The duties to be performed in the dual employment assignment are outside the responsibility of the agency of the primary employer.

No conflicts of interest will be created as a result of the dual employment.

Hours worked in each assignment do not overlap and will not result in duplicate payment.  
Travel time to and from jobs is considered in the overlap of time.

Weekly hours in all positions will not result in overtime (cannot exceed 40 hours per week).

# DUAL EMPLOYMENT APPROVALS

FLSA Status of Primary Job	FLSA Status of Secondary Job	Approvals Required
Exempt	Exempt (same or fewer hours than Primary Job)	Agencies only
Exempt	Nonexempt (fewer hours than Primary Job)	Agencies only
Exempt	Nonexempt (same hours as Primary Job)	Agencies & DAS
Nonexempt	Nonexempt (same or fewer hours than Primary Job)	Agencies & DAS
Nonexempt	Exempt (fewer hours than Primary Job)	Agencies & DAS
Nonexempt	Exempt (same hours as Primary Job)	Agencies & DAS

Special Payroll Appointments: Exempt

UCPEA Appointments: See corresponding [Career Paths job template](#)

AAUP Appointments: Exempt



# DUAL EMPLOYMENT FORM

---

The [Dual Employment Form](#) may be found on the [HR & Employee Relations Forms webpage](#).

Completed Dual Employment forms can be attached to the Special Payroll hire request in PageUp or emailed directly to [SPAR@uconn.edu](mailto:SPAR@uconn.edu).

# **FORMS AND RELATED POLICIES**

## CONFLICT OF INTEREST

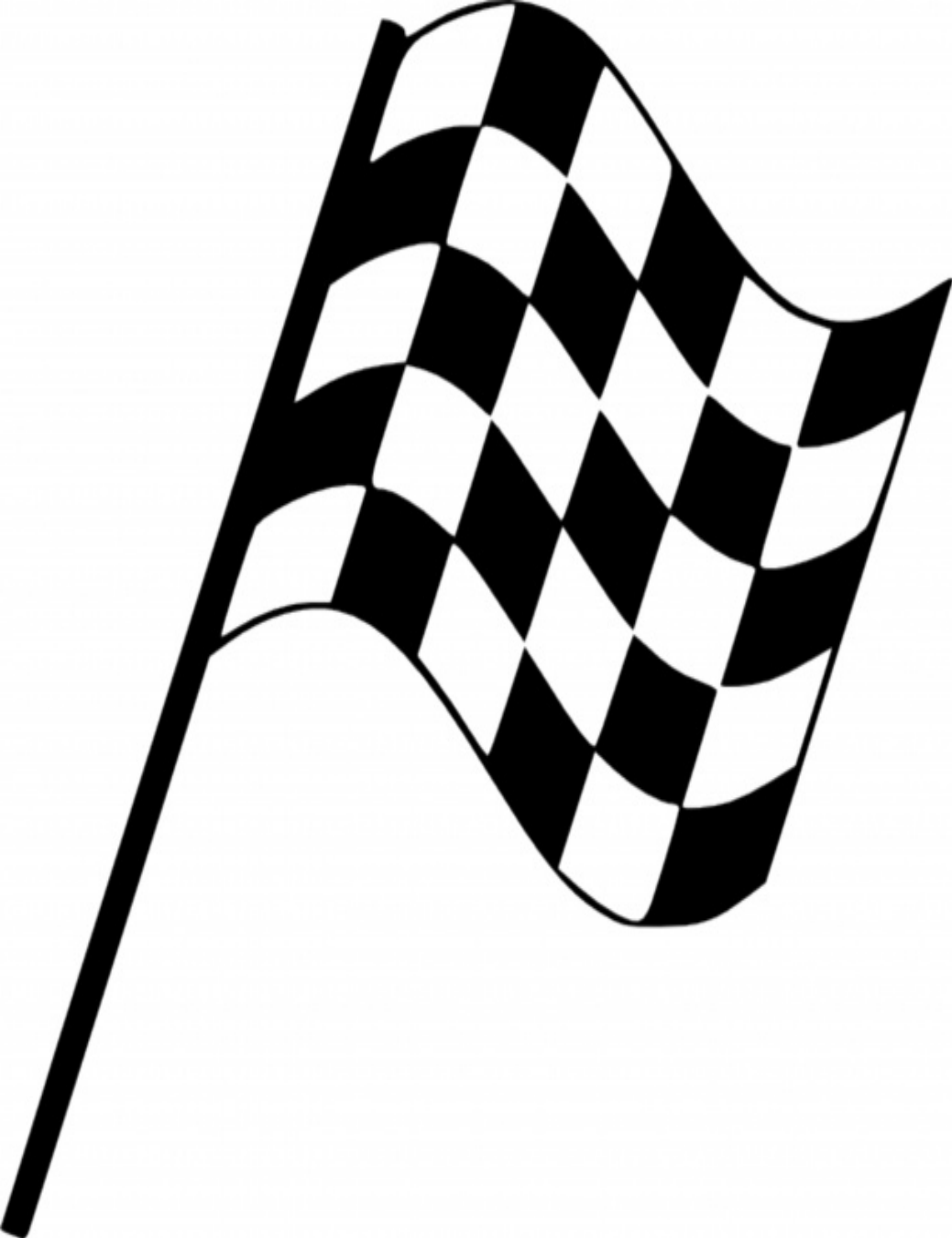
# CONFLICT OF INTEREST

According to UConn's [Policy on Employment and Contracting of Relatives](#), no employee of the University of Connecticut may be the direct supervisor of or take any action which would affect the financial interests of one's relatives. Further, no employee may use his/her position to influence an employment action of a non-relative if such action would benefit one's relative.



## Relative

- Spouse
- Child
- Step-child
- Child's spouse
- Parent
- Brother
- Sister
- Brother-in-law
- Sister-in-law
- Dependent relative
- Relative domiciled in the employee's household



# CONFLICT OF INTEREST FORM

---

The [Conflict of Interest form](#) may be found on the [HR & Employee Relations Forms webpage](#).

Completed Conflict of Interest forms can be attached to the Special Payroll hire request in PageUp or emailed directly to [SPAR@uconn.edu](mailto:SPAR@uconn.edu).

# **FORMS AND RELATED POLICIES**

TEMPORARY POST RETIREMENT REEMPLOYMENT (CO-1208)

# TEMPORARY POST RETIREMENT REEMPLOYMENT

Temporarily reemployed SERS Tier I, Tier II, Tier IIA, and ARP retirees may work a maximum of 120 days (960 hours) in a calendar year without engaging the pension suspension provisions of SERS; a SERS or ARP retiree reemployed in a State teaching position may work up to 45.97% of a full-time teaching schedule (12 load credits) without engaging the pension suspension provisions of SERS.

# TEMPORARY POST RETIREMENT REEMPLOYMENT FORM

When signing the Temporary Post Retirement Reemployment form, retirees are confirming the following:

Continued receipt of monthly retirement benefits is dependent upon their working 120 days/960 hours or less or teaching no more than 12 credits in a calendar year.

They will be subject to the pension suspension provisions of SERS should their employment exceed either maximums and may be required to return over paid retirement income.



# TEMPORARY POST RETIREMENT REEMPLOYMENT FORM

The [Temporary Post Retirement Reemployment form](#) may be found on the [HR & Employee Relations Forms webpage](#).

Completed Temporary Post Retirement Reemployment forms can be attached to the Special Payroll hire request in PageUp or emailed directly to [SPAR@uconn.edu](mailto:SPAR@uconn.edu).

# **FORMS AND RELATED POLICIES**

## FLEXIBLE WORK SCHEDULE AGREEMENT

# FLEXIBLE WORK SCHEDULES

There are circumstances where a current regular payroll employee may work on Special Payroll (e.g., as an Adjunct).

UCPEA contract: Article 16.1, *Work Schedules*

With the approval of the appropriate Vice President or designee, departments may establish a flexible schedule program that, while not adversely affecting departmental services, can afford greater flexibility to employees. Flexible schedules are considered non-permanent. Before taking effect, in addition to the written authorization of the manager outside the bargaining unit, all such schedules must be approved by the Department of Human Resources.

# FLEXIBLE WORK SCHEDULE AGREEMENT FORMS

The [Flexible Work Schedule Form](#) may be found on the [Alternate Work Arrangements](#) webpage.

Please see the [Telecommuting and Flexible Work Schedule Request Forms Help Document](#) for guidance on completing the form in the online system.

# **FORMS AND RELATED POLICIES**

100% OUT-OF-STATE REMOTE REQUEST FORM

# 100% OUT-OF-STATE REMOTE WORK REQUEST FORM

The University recognizes the occasional need to employ a member of the workforce who will, due to the nature of a particular position or business need, reside and perform their work 100% outside of the state of Connecticut.

Managers who seek approval for a member of their workforce to work out-of-state must seek and obtain prior approval. No employee can be permitted to work outside of the state of Connecticut until such approval is received.

The form should provide a detailed justification to explain why this position is being recommended for out-of-state remote work, the necessity or business need for this position to be performed remotely, and how it can be performed remotely.

# 100% OUT-OF-STATE REMOTE WORK REQUEST FORM

The [100% Out-of-State Remote Work Request form](#) may be accessed via the Kualu Build form.

Please contact your [Department's HR Specialist](#) with questions regarding this process.

# **FORMS AND RELATED POLICIES**

AGREEMENT TO WAIVE COMPENSATION

WAIVED COMPENSATION TRANSACTION REQUEST

# AGREEMENT TO WAIVE COMPENSATION

Per the UConn Policy on [Faculty Compensation](#), faculty members may choose to waive compensation and direct funds to a University account.

Faculty must waive compensation **prior** to the start of the activity in one of the following ways:

- 1 Agreement to Waive Compensation
- 2 CETL Offer Letter\*
- 3 Department Offer Letter\*
- 4 Faculty Summer Research Certification
- 5 Faculty Overload Form

\*when submitted directly to Core.

# AGREEMENT TO WAIVE COMPENSATION

Faculty may waive compensation and remit funds to any unrestricted University account, provided they meet the guidelines on waived compensation in Section 5 of the [Procedures for the Faculty Compensation Policy](#). **A faculty member who chooses to decline extra compensation for assignments must complete the Agreement to Waive Compensation form and submit it to HR before any work begins.**

Faculty must select one of three options:

1. I elect to waive compensation for the below activity that exceeds my allowable maximum earnings outlined in the Faculty Compensation policy and would like it to instead be remitted to a University account that meets the required criteria (most common).
2. I elect to waive all compensation for the below activity and would like it to instead be remitted to a University account that meets the required criteria.
3. I do not elect to waive any compensation for the below activity. NOTE: If compensation exceeds earnings cap and this option is selected, compensation will not be earned above the applicable earnings cap, and the funds will not be remitted to a faculty account (least common).

# AGREEMENT TO WAIVE COMPENSATION ELECTION

FORM	WHERE TO SUBMIT
Agreement to Waive Compensation Form	Attach to PageUp hire request
CETL Offer Letters*	Attach to SmartHR transaction
Department Offer Letters*	Attach to SmartHR transaction
Faculty Summer Research Certification	9- and 10-month: Attach to SmartHR transaction* 11-month: Attach to PageUp hire request
Faculty Overload Form	Attach to PageUp hire request

\*when submitted directly to Core.

The [Agreement to Waive Compensation Form](#) may be found on the [Special Payroll Information webpage](#).

# WAIVED COMPENSATION TRANSACTION REQUEST FORM

The Waived Compensation Transaction Request Form should be completed by University faculty who previously elected to decline extra compensation for additional assignments (typically research or teaching performed during the summer) to be waived to a University account. This form allows the transfer and processing of the elected compensation to be waived.

# WAIVED COMPENSATION TRANSACTION REQUEST FORM

When signing the Waived Compensation Transaction Request form, the faculty member and Dean, Director, or Designee are confirming that:

Neither the faculty member, nor any employee reporting to them may serve as the Fiscal Officer on the account unless measures exist that require the approval of a third party, such as the faculty member's supervisor.

There must not be any arrangement or agreement that permits the faculty member to be the sole decision maker regarding the use or expenditure of the funds from the account.

The account must be subject to all University policies regarding oversight and appropriate use of University funds.

# WAIVED COMPENSATION TRANSACTION REQUEST FORM

The [Waived Compensation Transaction Request Form](#) may be found on the [Special Payroll Information webpage](#).

Completed Waived Compensation Transaction Request forms should be emailed to [SPAR@uconn.edu](mailto:SPAR@uconn.edu).

Please note:

- If the Agreement to Waive Compensation was not completed prior to the work beginning, compensation cannot be waived via the Waived Compensation Transaction Request form.
- HR cannot review/complete Waived Compensation Transaction Request forms until the appointment has ended.
- HR completion does not initiate the transfer of funds. The department is responsible for transferring these funds.

# ACTIVITY



# LEARNING OBJECTIVE 7 – HAVING ACCESS TO A VARIETY OF ONLINE RESOURCES RELEVANT TO SPECIAL PAYROLL.

# **ONLINE RESOURCES**

# SPECIAL PAYROLL

Information regarding Special Payroll, including compensation information, PageUp deadlines, forms, the Special Payroll manual, and more, may be found on the [Special Payroll Information webpage](#).

## Special Payroll Information

<a href="#">Career Paths (UCPEA)</a>	<p>The University uses 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. At UConn, Special Payroll is governed by two statutory sources: CGS10a-20 and CGS10a-108(a) governing the appointment of professional staff at the University. For more details please reference the <a href="#">Special Payroll Policy</a>.</p> <table><tr><td><a href="#">Who To Contact</a></td></tr><tr><td><a href="#">Compensation</a></td></tr><tr><td><a href="#">Special Payroll 2023/2024 Dates and Deadlines</a></td></tr><tr><td><a href="#">Winter 2023/Summer 2024 Intersession Faculty Compensation</a></td></tr></table>	<a href="#">Who To Contact</a>	<a href="#">Compensation</a>	<a href="#">Special Payroll 2023/2024 Dates and Deadlines</a>	<a href="#">Winter 2023/Summer 2024 Intersession Faculty Compensation</a>
<a href="#">Who To Contact</a>					
<a href="#">Compensation</a>					
<a href="#">Special Payroll 2023/2024 Dates and Deadlines</a>					
<a href="#">Winter 2023/Summer 2024 Intersession Faculty Compensation</a>					
<a href="#">Career Progression (UCPEA)</a>					
<a href="#">Classification and Compensation</a>					
<a href="#">Pre-Employment Criminal Background Checks</a>					
<a href="#">New Employee Orientation Schedule</a>					
<a href="#">Offer Letters</a>					
<a href="#">PageUp</a>					
<a href="#">Faculty Hiring Handbook</a>					
<a href="#">Faculty Titles Dictionary (AAUP)</a>					

[PAGEUP LOGIN](#)  
[PageUp Help Documents](#)  
[Agreement to Waive Compensation Form](#)  
[Waived Compensation Transaction Request Form](#)  
[SPECIAL PAYROLL OFFER LETTERS](#)  
[Special Payroll Manual](#)  
[Special Payroll Tutorials](#)

# PAGEUP HELP

PageUp help documentation and tutorials may be found on the [PageUp webpage](#).

QUICK STEP GUIDES	TUTORIALS	RESOURCES
Getting Started	Getting Started	PageUp Workflows
Faculty, Staff, and Classified Searches	Faculty, Staff, and Classified Searches	Applicant Statuses and Emails
<b>Special Payroll</b>	<b><u>Special Payroll</u></b>	Technical and Functional Guides
Cancel SP Hire Request .pdf	Overview	<b>Special Payroll Technical Functional Guide .pdf</b>
Update SP Hire Request .pdf	Special Payroll Hire Request	Unclassified Regular Payroll Technical and Functional Guide .pdf
Send Link for SP Candidate to Apply (with sample text) and View Applications .pdf	Reports	Reports
SP Hire, Rehire, and Data Change .pdf		Making An Offer
SP Make Online Offer and Onboarding .pdf		
Processing SmartHR for Special Payroll .pdf		
Approvers		
Candidate View		
Search Committees		

# COLLECTIVE BARGAINING AGREEMENTS

AAUP Collective Bargaining Agreement	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/AAUP-contract-7-1-21-6-30-25.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/AAUP-contract-7-1-21-6-30-25.pdf</a>
Graduate Employee Union Collective Bargaining Agreement	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/GEU-UAW-contract-7-1-22-6-30-26.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/GEU-UAW-contract-7-1-22-6-30-26.pdf</a>
UCPEA Collective Bargaining Agreement	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/UCPEAcontract-2021-2025.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/UCPEAcontract-2021-2025.pdf</a>

# CONNECTICUT GENERAL STATUTES AND PUBLIC ACTS

Connecticut General Statute Sec. 10a-108	<a href="https://www.cga.ct.gov/current/pub/chap_185b.htm#sec_10a-108">https://www.cga.ct.gov/current/pub/chap_185b.htm#sec_10a-108</a>
Connecticut General Statute Sec. 10a-20	<a href="https://www.cga.ct.gov/current/pub/chap_185.htm#sec_10a-20">https://www.cga.ct.gov/current/pub/chap_185.htm#sec_10a-20</a>
Connecticut General Statute Sec. 5-208a	<a href="https://www.cga.ct.gov/current/pub/chap_067.htm#sec_5-208a">https://www.cga.ct.gov/current/pub/chap_067.htm#sec_5-208a</a>
CT Public Act 19-4	<a href="https://www.cga.ct.gov/2019/act/pa/pdf/2019PA-00004-R00HB-05004-PA.pdf">https://www.cga.ct.gov/2019/act/pa/pdf/2019PA-00004-R00HB-05004-PA.pdf</a>
Executive Order #27-A	<a href="https://ct.gov/governorRell/cwp/view.asp?A=1719&amp;Q=449466">https://ct.gov/governorRell/cwp/view.asp?A=1719&amp;Q=449466</a>

# FORMS

100% Out-of-State Remote Work Request	<a href="https://uconn.kualibuild.com/action/6509bc3fd80e4f38458e427a">https://uconn.kualibuild.com/action/6509bc3fd80e4f38458e427a</a>
Agreement to Waive Compensation	<a href="https://hr.media.uconn.edu/wp-content/uploads/sites/1421/2023/11/agreement-to-remit-fees.docx">https://hr.media.uconn.edu/wp-content/uploads/sites/1421/2023/11/agreement-to-remit-fees.docx</a>
Conflict of Interest	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/02/sp_coi.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/02/sp_coi.pdf</a>
Dual Employment	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/02/CT-HR-25-Dual-Empl-Request-2017-5-12.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/02/CT-HR-25-Dual-Empl-Request-2017-5-12.pdf</a>
Flexible Work Schedule Agreement	<a href="https://uconn.kualibuild.com/app/627530cacc97ab1d58f18473/run">https://uconn.kualibuild.com/app/627530cacc97ab1d58f18473/run</a>
Graduate Assistant Supplemental Employment Approval Request	<a href="https://uconn.kualibuild.com/app/636160c73fc2bf9a7d73845f/run">https://uconn.kualibuild.com/app/636160c73fc2bf9a7d73845f/run</a>
Temporary Post Retirement Reemployment	<a href="hr.uconn.edu/wp-content/uploads/sites/1421/2023/06/Temporary-Post-Retirement-Reemployment-Form.pdf">hr.uconn.edu/wp-content/uploads/sites/1421/2023/06/Temporary-Post-Retirement-Reemployment-Form.pdf</a>
Waived Compensation Transaction Request	<a href="https://hr.media.uconn.edu/wp-content/uploads/sites/1421/2023/11/Waived-Compensation-Transaction-Request-Form.docx">https://hr.media.uconn.edu/wp-content/uploads/sites/1421/2023/11/Waived-Compensation-Transaction-Request-Form.docx</a>

# REFERENCE DOCUMENTS

Cancel Hire Request	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/03/SP_Cancel.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/03/SP_Cancel.pdf</a>
General Letter 204	<a href="https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/Dual-Employment.pdf">https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/Dual-Employment.pdf</a>
HR Specialist Assignment List	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2023/01/HR-Specialists-Dept-Distribution.xlsx">https://hr.uconn.edu/wp-content/uploads/sites/1421/2023/01/HR-Specialists-Dept-Distribution.xlsx</a>
Special Payroll Manual	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/10/sp-manual.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/10/sp-manual.pdf</a>
Special Payroll Technical Functional Guide	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/11/special-payroll-technical-functional-guide.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/11/special-payroll-technical-functional-guide.pdf</a>
Telecommuting and Flexible Work Schedule Request Forms Help Document	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/Telecommuting-Flexible-Work-Schedule-Request-Forms-helpdoc.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/Telecommuting-Flexible-Work-Schedule-Request-Forms-helpdoc.pdf</a>
Update Hire Request	<a href="https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/05/Update-Hire-Request.pdf">https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/05/Update-Hire-Request.pdf</a>

# UConn Policies

Guide to the State Code of Ethics	<a href="https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/">https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/</a>
Policy on Employment and Contracting for Service of Relatives	<a href="https://policy.uconn.edu/2011/05/24/employment-and-contracting-for-service-of-relatives-policy-on/">https://policy.uconn.edu/2011/05/24/employment-and-contracting-for-service-of-relatives-policy-on/</a>
Policy on Faculty Compensation	<a href="https://policy.uconn.edu/2011/05/24/extra-compensation-for-full-time-faculty-in-aaup-policy-on/">https://policy.uconn.edu/2011/05/24/extra-compensation-for-full-time-faculty-in-aaup-policy-on/</a>
Policy on Re-Employed Retirees	<a href="https://policy.uconn.edu/2011/05/24/re-employed-retirees-policy-on/">https://policy.uconn.edu/2011/05/24/re-employed-retirees-policy-on/</a>
Special Payroll Policy	<a href="https://policy.uconn.edu/2011/05/24/special-payroll-policy/">https://policy.uconn.edu/2011/05/24/special-payroll-policy/</a>

# WEBPAGES

Alternate Work Arrangements	<a href="https://hr.uconn.edu/alternate-work-arrangements/">https://hr.uconn.edu/alternate-work-arrangements/</a>
Career Paths Job Template Library	<a href="https://hr.uconn.edu/job-template-library/">https://hr.uconn.edu/job-template-library/</a>
HR & Employee Relations Forms	<a href="https://hr.uconn.edu/hr-forms/">https://hr.uconn.edu/hr-forms/</a>
HR Staff Directory	<a href="https://hr.uconn.edu/staff-directory/">https://hr.uconn.edu/staff-directory/</a>
PageUp	<a href="https://hr.uconn.edu/pageup/">https://hr.uconn.edu/pageup/</a>
Special Grad Calculator	<a href="https://payroll.uconn.edu/special-grad-calculator/">https://payroll.uconn.edu/special-grad-calculator/</a>
Special Payroll Information	<a href="https://hr.uconn.edu/special-payroll-info/">https://hr.uconn.edu/special-payroll-info/</a>
Subscribing and Unsubscribing from a UConn Listserv	<a href="https://kb.uconn.edu/space/IKB/10730800724/Subscribing%2520and%2520Unsubscribing%2520from%2520a%2520UConn%2520Listserv">https://kb.uconn.edu/space/IKB/10730800724/Subscribing%2520and%2520Unsubscribing%2520from%2520a%2520UConn%2520Listserv</a>

# **CONTACT INFORMATION**

# WHO TO CONTACT?

To help ensure questions get to the right place quickly, please remember to contact the Special Payroll team with policy or procedural questions via [SPAR@uconn.edu](mailto:SPAR@uconn.edu) and Workforce Solutions with questions about PageUp via [Workforce@uconn.edu](mailto:Workforce@uconn.edu).

Below are example topics and who to contact:

TOPIC	CONTACT
Special Payroll Policy (e.g., is this appointment appropriate for Special Payroll?)	<a href="mailto:SPAR@uconn.edu">SPAR@uconn.edu</a>
Payroll titles	<a href="mailto:SPAR@uconn.edu">SPAR@uconn.edu</a>
Compensation	<a href="mailto:SPAR@uconn.edu">SPAR@uconn.edu</a>
Appointment dates	<a href="mailto:SPAR@uconn.edu">SPAR@uconn.edu</a>
Conflict of Interest forms	<a href="mailto:SPAR@uconn.edu">SPAR@uconn.edu</a>
Dual Employment policy and forms (including record numbers)	<a href="mailto:SPAR@uconn.edu">SPAR@uconn.edu</a>
Navigating PageUp (including how to submit a request, workflow, big picture process)	<a href="mailto:Workforce@uconn.edu">Workforce@uconn.edu</a>
Applicant assistance	<a href="mailto:Workforce@uconn.edu">Workforce@uconn.edu</a>
Cancel request	<a href="mailto:Workforce@uconn.edu">Workforce@uconn.edu</a>
PageUp export questions	<a href="mailto:Workforce@uconn.edu">Workforce@uconn.edu</a>

# SPECIAL PAYROLL COMMUNICATIONS

To stay up to date with Special Payroll communications, join our ListServ:  
**SPECIAL\_PAYROLL-L.**

See instructions on [Subscribing and Unsubscribing from a UConn Listserv.](#)

# ADDITIONAL TRAININGS

Virtual trainings on the PageUp process are held monthly. To view dates and sign up for a training, visit the [PageUp webpage](#).

In-depth Special Payroll training tutorials are available through Saba on the topics below. To complete these modules, visit the [Special Payroll Tutorials](#) page in Saba, or “Special Payroll Tutorials” on the [Special Payroll webpage](#):

- Adjunct Faculty
- Dual Employment
- Graduate Students
- Overview and Timelines
- Non-Teaching and Non-Research Positions
- Rehired retirees
- Research Appointments
- Special Payroll Process

# QUESTIONS

