



SPECIAL PREMIUM PAYMENT FORM

(Department request for payments to employee)

Instructions

When to use this form:

To request payments that will be paid as “Special Premium” (cannot use time capture to request payment for hours worked).

Notes

- Send original or fax to Payroll Office or Grad Studies Payroll Office.
- If faxed, retain original in your department for seven years as per audit requirement.
- If the Payroll Office receives the form **without** appropriate signature(s), the form will **not** be processed.
- If you are submitting a payment for a number of employees at the same time, use the “Special Premium Payment Template”.
- For processing cut-off dates, refer to the following links:
http://www.mcmaster.ca/bms/BMS_FS_Payroll.htm
<http://www.mcmaster.ca/graduate/paysched.htm>

A EMPLOYEE INFORMATION

<u>Surname</u>	Employee surname as per MacViP record.	Mandatory
<u>First Name and Initial(s)</u>	Employee first name and middle initial(s) as per MacViP record.	Mandatory
<u>Employee ID</u>	Record the employee’s 7-digit McMaster employee ID number. If employee does not have an ID, please forward applicable form(s) to create employee information in MacViP.	Mandatory
<u>Student ID</u>	Record the employee’s 7-digit McMaster student ID issued by the Student Registrar’s office.	Not Mandatory

B PAYMENT REQUEST

<u>Description</u>	Describe the activity associated with the payment. Attach all supporting document.	Mandatory
<u>Type of Position</u>	Indicate if the premium payment is for a Primary or Secondary Position. <i>NOTE: Most employees will have one position, however, there will be cases where the employee has more than one position.</i>	Mandatory
<u>Position Code</u>	Indicate the employee’s position code that is associated to the payment.	Mandatory
<u>Transaction Code</u>	Indicate the transaction code specific to the payment.	Not Mandatory
<u>Total Premium</u>	Indicate the amount of the total payment for the period identified (start and expiry dates).	Mandatory
<u>Total No. Of Hours</u>	If applicable, indicate the (deemed) hours associated with the payment. for the period (start and expiry dates).	Not Mandatory
<u>GL Account</u>	Record the 10-digit General Ledger (GL) Account to which this position will be charged. If required, use the additional columns to record multiple GL Accounts.	Mandatory
<u>Benefit Account</u>	Only record the 10-digit Benefit account number in this field if the account to which benefits are being charged is different from the standard Benefit account mapped to the labour account..	Not Mandatory
<u>% Allocation</u>	Indicate the percent of the payment that will be charged to the GL account. If allocation is less than 100%, you must indicate the other GL(s) for splitting of the cost. Allocation must total 100%.	Mandatory
<u>Frequency</u>	Indicate the frequency of how the payment will be distributed (DD/MM/YYYY) One Time – If one time, indicate the date of the activity (if applicable). Payment will be made only once. Biweekly – If frequency is biweekly, indicate the start date and the expiry date for the payment. Payment will be made on each pay period between the start and expiry dates. Monthly - If frequency is monthly, indicate the start date and the expiry date for the payment. Payments will be made monthly. Applicable for employees in Grad Studies pay category (monthly).	Mandatory

Obtain required signatures and submit to:
 Payroll Office: Fax (905) 525-8410 Downtown Centre Room 417.
 Grad Studies Payroll Office: Fax (905) 521-0689 Gilmour Hall Room 212.



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C AUTHORIZATION

<u>Department</u>	Department name of the signing authority.	Mandatory
<u>Ext.</u>	Indicate the extension of the signing authority.	Mandatory
<u>Research Office</u>	Research office (University or Faculty of Health Science (FHS)) authorization is required when using a research account	Mandatory (for research account)
<u>Finance Office</u>	Faculty of Health Science (FHS) Finance office authorization is required when using FHS account.	Mandatory (for operation acct)
<u>Name</u>	Name of signing authority. Please print clearly.	Mandatory
<u>Signature</u>	Signature of signing authority. If you have more than one GL account, you must have the signing authority for all the GL accounts.	Mandatory
<u>Date</u>	Date of signing authority signature.	Mandatory

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