DocuSign One Time Pay Form

It is important that all fields are accurate and complete. Signature lines must be correct. If there is a question as to who or what should be entered in a field contact Anni LeaShomb leashombam@appstate.edu before you submit the form

You should download a copy of the form prior to sending it for signature

If you discover there is an error on the form you have submitted contact Anni Leashomb as soon as possible

Use only for benefit earning EHRA employees.

Academic Affairs (AA) processes all OTPs and tracks supplemental pay regardless of the division

Form Fields:

Contract between Appalachian State University: Department or area contracting with the individual.

Full Legal Name: Use full name, do not use nicknames or shortened names

Last 4 of SSN: Needed for Payroll purposes.

Banner ID: Double check the number is complete and correct.

Time Sheet Org#: The department in which the individual is normally employed in at ASU

Current Employee Class: F1 full time or ¾ time benefit earning faculty, 2F non-teaching EHRA employees. F3 (phased retirees) and full time 4F librarians are also eligible. Contact AA with questions about eligibility.

Date/Time of Work: Complete in the format of dates.

Work over a period of time must have an end date *E.G., May 1, 2017-present cannot be used. If fall, spring or academic year include the year (e.g., Fall 2018).*

If the OTP form is for an award use the time period in which the award is given.

Location: Where work is taking place.

Please describe services: Be concise and brief in this description.

If services is for an Overload include the course and section number.

If the OTP is an award include the name of the award.

Established Position Number: If using a state fund and position number (POSN) is known add it to the form. If POSN is not known contact Business Affairs.

If using non-state funds drop the first number from the fund and add an F. For example if the fund number is 523456 the POSN will be F23456.

Fund: Org: Account: Program: Provide accurate FOAP information.

Payment Date: The last working day of the month in which work is completed. One Time Pay contracts cannot be paid prior to the end of work being completed, be sure the pay date is after the last day of work.

OTPs for spring or Academic Year must have a pay date of May or later.

Individual: The person providing the services.

Project Director: The person directing or supervising the work being done by the Individual. If the project director is the individual they may sign on the PD line.

Chairperson/Director/Supervisor: The individual's chair, director or immediate supervisor.

If there is no chair in the academic department (e.g., School of Music) then indicate on the signature line NA No chair in SOM, add initial and date.

Dean: This must be completed with the dean or dean's designee for all academic areas in which the individual is employed.

The (Academic Affairs Only) line indicates that this is normally used for academic areas housed in colleges or schools.

If the individual is **NOT** from an academic area, Athletics for example, this line does not need to be completed, or may be used if there are additional signatures needed.

Budget Director or Special Funds Director: Budget Director of Business Affairs or Special Funds.

If the fund being used is a state fund the form will be directed to the Budget Office and the information in Special Funds Accounting fields should be removed.

If the fund being used is a non-state fund the form will be directed to Special Funds Accounting and the information in the Budget Office fields should be removed.

If there is an additional fund authority who needs to sign the form they can be placed in the fields of whichever Budgeting role has been removed.

Academic Affairs: This is the final stop for the OTP. Currently Anni LeaShomb reviews and submits completed OTP forms to Payroll.

If there is incomplete or incorrect information on the form it may be declined. In this case you will be notified, as well as all those who have signed the form, that it has been declined. A declined form becomes void in DocuSign and a new one will need to be submitted.