

Additional Payments and Honorariums

Additional Payments and Honorariums are one-time, voluntary payments made to individuals or organizations. These payments are administered according to the following guidelines:

Additional payments (add pay) are only for RIT employees.

Honorariums can be made to those affiliated with RIT – student employees, faculty and/or staff, ex-employees and retirees, as well as non-employees, but are processed differently (see chart below).

Additional Payments (Add Pay)

Add Pays are intended for special recognition of extra effort, not as payment for services or work performed. Add Pays are processed through an Oracle online application completed by NTID's Employee Administrator (Maria Ocasio). All NTID Add Pays require NTID President's approval, and Add Pays over \$1,000 require RIT HR approval.

To request: supervisor of employee to be recognized sends Maria an email with the request, and justification for the request. Maria works with NTID Administration to obtain approval.

- When Used:
 - Exempt (salaried) employees -- for work over and above base salary
 - Non-exempt (hourly) employees -- for extra effort, spot award or job-related prize only

- Add Pays should be used to make a one-time payment using one of the following payment types:
 - Commission – used for previously approved compensation plan
 - Intellectual Property (IP) Release – used for previously approved compensation plan
 - Royalty – used for previously approved compensation plan
 - Honorarium – used for a payment in recognition of professional services such as acting as a guest speaker
 - Award/Recognition – used for Spot Award, Mentor Recognition, Extra Effort Recognition, Eisenhart Award, Presidential Outstanding Staff Award

The below payment schedule is used as a guideline for NTID Add Pay:

Examples of Additional Payment for Award/Recognition	Range per semester
Taking on additional responsibilities/tasks outside of Plan of Work/Job Description	\$300-\$500
Leading a project outside of Plan of Work/Job Description	\$500-\$800

Honorariums

The below chart details RIT's guidance on the payment of Honorariums:

Purpose of Payment	Pay Through Payroll?	Pay Through Accounts Payable?
Honorariums to RIT student employees, faculty and/or staff, ex-employees and retirees.	Yes. Complete and Additional Payment Form and forward to Payroll for processing. See page 10 to select the correct object code.	No. Process through Payroll.
Honorariums to non-employees	No. Process through Accounts Payable.	Yes. Complete an Invoice Payment Form and send to Accounts Payable for processing. Provide an address and social security number for the recipient. If the award is \geq \$600, the individual will receive a 1099 form (or if the combined payments to individual in a calendar year \geq \$600).

- Accounts Payable considers honorariums to be minimal payments of **\$500** or less.
- Form W-9 of the individual receiving the honorarium is required along with a 'Honoraria' letter indicating the sum awarded is not payment for services. The form is found here: [Honoraria](#)
- Honorariums are typically awarded for guest speakers and Experiential Learning.

The below payment schedule is used as a guideline for NTID Honorariums:

Event	Amount
<i>Full Lecture</i>	
3 hours:	\$400 (such as for Experiential Learning Session)
1.5 hours:	\$200
30 minutes:	\$50
*1.5 hours referenced means for one class session for a course that meets 2x a week	
*3 hours would be for an entire week's worth of class time for a 3-credit course	
<i>Panel (no prep)</i>	\$50

Guidelines on supplemental payment types

Payment Type	When to use	Not to be used for	Payment options	Who is eligible	Approvals*
Adjunct – object code 70400	For any payment for course or non-course related instruction which may or may not be credit bearing, or in the development or administration of courses or student individual study.	-Administrative or non-instruction based work (eg website design) -Regular faculty teaching in their own college (use overload)	-Full Semester -Other date range or term -One-time payment	-Regular faculty teaching in a different college, division or center -Regular exempt staff -Grad students not teaching in their discipline of study (must be approved by the Provost) -Regular Adjuncts	Approval using budget signing authority as defined by accounting based on G/L department number of payment. If the payment is to a regular employee, the supervisor of that employee will receive a notification upon final approval. [proposed change to existing policy]
Special Assignment – object code 70900, 70925, 70950	For payment for work performed outside of the employee's normal job duties or plan of work such as an interim role. Typically it is short term in nature and should not extend longer than 6 months or the academic year. Payment is made as the work is performed.	-Faculty overload assignments related to their plan of work including instruction or course development	-Full Semester -Other date range or term	-Regular faculty -Regular exempt staff Please note: Adjuncts are not eligible for this type of payment, please use the non-course Adjunct payment type	Two levels of approval above the person receiving the payment including the direct supervisor. Payments of \$1000 or higher must be approved by Human Resources prior to communicating to the employee.
Add Pay – object code 70900, 70925, 70950, 70350, 70650, 70555	For payments of Commission, Royalty, IP Release, Honorarium, Staff Award, Eisenhart Award, Spot Award, Mentor Recognition	-work performed	One-time payment	-Regular faculty or staff (special rules apply for non-exempt staff) Please note: Adjuncts are not eligible for this type of payment, please use the non-course Adjunct payment type	Two levels of approval above the person receiving the payment including the direct supervisor. Payments of \$1000 or higher must be approved by Human Resources prior to communicating to the employee.
Summer Salary – object code 70550	For payment of work done outside of the contract period in the summer within the faculty's own college or center. Can be for course instruction or development, research, scholarship, or other work done for the benefit of the college or RIT.		-Full Summer period (6/1 – 8/15) -Other date range or term within summer period -One-time payment within summer period	-Regular faculty on less than 12 month contract periods	Approval by PI or budget head based on the G/L department number of the payment.
Overload – object code 70555	For payment of work done outside of the faculty member's plan of work within the same college during the academic year		-Full Semester within academic year -Other date range or term within academic year -One-time payment within academic year	-Regular faculty teaching in their own college	Approval by PI or budget head based on the G/L department number of the payment.

* Sponsored Program Accounting (SPA) will be the final approver on all payments on grants or contracts.

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