

REQUEST FOR LUMP SUM ALTERNATE PAY TYPE

A lump sum position is a line in the personal services expenditure schedule that can accommodate more than one person concurrently in non-permanent appointments. In the Banner HR system a lump sum position is paid through a default pay type. The two pay types are salaried and hourly. Without a specific request and approval, persons appointed to a lump sum position are paid through the default pay type. The lump sum position types and the default pay type for each are listed in the chart below. The employing department may determine that it is necessary to render pay through a pay type other than the default. This form is used as necessary to request to use the alternate pay type.

Lump Sum Position Title	Default Pay Type	Lump Sum Position Title	Default Pay Type
Student Assistant	Hourly	Part-Time Faculty	Salaried
Faculty Research	Salaried	Summer School	Salaried
Graduate Assistants	Salaried	Resident Advisors	Hourly
Work Study Student Assts.	Hourly	Extra Help	Hourly

Requesting College or Department			
Banner Finance Organization (ORG) Number			
Organization (ORG) Name		Fund Number	
Date of Request			

I/We have determined for the reasons set forth below that it is necessary for this organization to render pay through the alternate pay type for the lump sum position type indicated below. We request the establishment of a lump sum position of this type effective at the date indicated below and continuing through the end of the fiscal year including this effective date.

Lump Sum Position Type	
Requested Effective Date	
Reason(s) that it is necessary to render pay from this lump sum position type through the alternate pay type:	

I/We understand that lump sum position types are approved and created only for the duration of the fiscal year; that such positions and the appointments thereto expire not later than the last day of the fiscal year for which established; and that any lump sum position(s) including those rendering pay through the alternate pay type must be applied for and established anew for the next or succeeding fiscal year. I/We further understand that it is the policy of Marshall University to render pay through the default pay type for lump sum positions; that variations from this policy are discouraged; and that requests must be compelling as to reasons for or consequences of not approving the alternate pay type. A committee consisting of one representative each from Human Resource Services, the Budget Office, and the Payroll Office reviews requests for alternate pay type lump sum positions. Such requests should be forwarded to Human Resource Services who receives the requests in behalf of the reviewing committee. Requesting colleges or departments will receive a written reply from the reviewing committee indicating either approval or disapproval of the request. Approved lump sum positions will be created by the Budget Office following approval.

Printed Name of Requester	
Signature	
Telephone Number	
E-mail Address	
APPROVED BY DEAN & VICE PRESIDENT (as applicable according to unit's internal policy):	
Printed Name of Dean (if applicable)	Printed Name of Vice President (if applicable)
Signature	Signature

[] APPROVED [] DISAPPROVED BY THE REVIEWING COMMITTEE. EFFECTIVE DATE: _____
REVIEWING COMMITTEE MEMBER INITIALS

DISTRIBUTION: 1- Requesting College or Department; 1- Budget Office
 c:\forms\paytypereq4