

Additional Compensation/Payments for Faculty & Staff

Additional compensation provides payment for services above and beyond the faculty or staff member's current duties. Additional compensation may be approved only when it is determined that an employer/employee relationship exists in regard to the services performed, this additional compensation is to be paid out via a one-time payment through payroll. When the person is performing as an independent contractor, the professional services agreement procedures outlined by Procurement Services apply.

If appropriate, additional compensation for ISU faculty and staff paid from federal or federal flow-through awards also requires prior approval from the sponsor (federal agency or pass-through entity).

Payments for Students

For students that receive payments in the form of a stipend, award, prize, (payments not related to their job with ISU, if they are a student employee) are to be paid as either an ad hoc payment or a supplier invoice through the procurement process, depending on the details of the payment, they are not to be paid through payroll as one-time payments.

Faculty/Staff

- Is the work related to their job or a job they could perform at ISU
 - Yes
 - This must go through Payroll as a One-Time Payment
 - No
 - They are performing as independent contractors and need to have completed a Professional Service Contractual Agreement (PSCA) before the work/service is performed. This payment would be through the procurement process as a supplier invoice and NOT through Payroll as a One-Time Payment

Student

- Is the Student an employee at ISU
 - Yes
 - Is the work/service they are providing related to the work they are performing for the position they were hired for at ISU
 - Yes, this payment should be processed through Payroll as a One-Time Payment
 - No, this payment should be processed as either an ad hoc payment or a supplier invoice through the procurement process
- Is the Student an employee at ISU
 - No
 - This payment should be processed as either an ad hoc payment or a supplier invoice through the procurement process

This document does not capture all situations and is only to be used as guidance. If you have further questions or need additional guidance around how to process these types of payments, please contact Associate Controller, Mindy Stensland at mindyas@iastate.edu