

Payment Types and Descriptions				
Payment Type	Description	Eligibility	Approval Routing*	Payment Processing
Faculty Payments				
Faculty - Teaching/PT Faculty → Payment requests for IPD, and ELA follow the approval process for part-time faculty	Payment made to part-time faculty teaching a course during the academic year.	Must be an active employee, hired as part-time faculty into the college requesting the payment. Full-time faculty are not eligible. → IPD and ELA instructors must be hired into by their respective departments. ELA instructors are hired as part-time administrative rather than part-time faculty.	VP/Dean or Academic Fiscal Administration, Payroll	Split over equal payments in the term the payment is requested → Payments for IPD are issued as one-time payments, as opposed to spread out over a term.
Faculty - Teaching/FT Overload	Payment to full-time faculty for teaching a course beyond the contract workload. This request type is not to be used for instruction of non-credit courses (e.g. CPE, CPA Review). Payment to full-time faculty for instruction of a non-credit course should be requested using the type Faculty - Administrative Service.	Active full-time faculty	VP/Dean, HR/Comp. (if requesting department is outside faculty member's home unit), Payroll	Split over equal payments in the term the payment is requested
Faculty - Teaching/Summer	Payment made to faculty teaching a course during the summer term.	Must be an active employee, hired as part-time faculty into the college requesting the payment. Full-time faculty (outside of the School for New Learning) must be hired as part-time to teach over the summer.	VP/Dean or Academic Fiscal Administration, Payroll	Split over equal payments in the term the payment is requested
Faculty - Teaching Course Cancellation	Payment made to part-time faculty for preparing for a course which has been cancelled.	Must be an active employee hired as part-time faculty into the college requesting the payment.	VP/Dean, Payroll	Paid on the next regular payroll
Faculty - Research	Payment to faculty members for participating in a research project during the academic year. Requests for full time faculty must include justification for additional payment beyond terms of the contract.	Must be an active employee hired as full-time or part-time faculty into the college requesting the payment	VP/Dean, Provost, HR/Comp. (if requesting department is outside faculty member's home unit), Payroll	Split over equal payments in the term the payment is requested
Faculty - Research - Summer	Payment for participating in a research project during the summer term	All active faculty and staff	VP/Dean, Provost, HR/Comp. (if payee does not have appropriate employee record for research payment), Payroll	Split over equal payments in the term the payment is requested

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Faculty - Administrative Service	One-time payment to full-time faculty for service not related to in-load classroom instruction, research, or advising. Examples of eligible activities include instruction of non-credit courses (e.g. CPE, CPA Review), curriculum review, and participating in a committee. This request type may also be used to facilitate third-party payments to faculty.	Active full-time faculty	VP/Dean or Academic Fiscal Administration, Provost, Payroll	Paid on the next regular payroll
Faculty - Summer Administrative Service	Payment to full-time faculty for service not related to instruction, research, or advising during the summer term. Eligible activities include, but are not limited to, all of those listed for Faculty - Administrative Service. May also be used for summer service in chair, director or associate dean roles. Payments may be made in a single lump sum or spread over the summer term as appropriate.	Active full-time faculty	VP/Dean or Academic Fiscal Administration, Provost, Payroll	Paid on the next regular payroll or split in equal payments over the summer term
Faculty - Administrative Stipend	Payment to a faculty member for taking on additional responsibilities related to department or program administration over the course of the year. (Examples include: Department Chair, Associate Dean, or Program Director)	Active full-time faculty	VP/Dean or Academic Fiscal Administration, Provost, Payroll	Split over equal payments throughout the fiscal year.
Faculty - Advising - Summer	Payment for advising conducted during the summer.	All faculty and salaried staff	VP/Dean, Provost, HR/Comp. (if payee does not have appropriate employee record for research payment), Payroll	Split over equal payments in the summer quarter or semester the payment is requested
One-time Payments				
One-Time Pay (FT Salaried Staff) One-Time Pay (Hourly Staff) One-Time Pay (PT Faculty)	Payments made to staff or part-time faculty for one-time services performed outside their core job function. Hourly staff and part-time faculty must include the number of hours worked. (example: Graduation Marshall, proctoring a test)	All full-time and part-time staff, part-time faculty	HR/Comp., VP/Dean, President/Provost/EVP (if over \$1,000), Payroll	Paid on the next regular payroll
Student - One-time Payment	A single payment for an effort that was one-time in nature and no continued relationship is expected. Must include the number of hours worked.	Active Student Employees	Student Employment, VP/Dean (if over \$250), Payroll	Paid on the next regular payroll

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Discretionary Payments				
Staff Recognition Award	Payment awarded based on the guidelines in the HR Reward & Recognition Program. (Policy can be found on HR website)	Active full-time and part-time staff	HR/Comp., VP/Dean, President/Provost/EVP, Payroll	Paid on the next regular payroll
Discretionary Staff Payment	<p>Special payment which meets the following criteria:</p> <ul style="list-style-type: none"> ■ Payment details have not been predetermined in reference to: dollar amount, timing of payment, or certainty of payment. ■ The payment is not based on any prior contract, agreement or promise to the employee. 	Active full-time and part-time staff	HR/Comp., VP/Dean, President/Provost/EVP, Payroll	Paid on the next regular payroll
Student - Discretionary Award	<p>A payment to a student employee that is meant to show appreciation or otherwise reward a student employee that is one-time in nature and meets the following criteria:</p> <ul style="list-style-type: none"> ■ Payment details have not been predetermined in reference to: dollar amount, timing of payment, or certainty of payment. ■ The payment is not based on any prior contract, agreement or promise to the employee. ■ The payment does not take the place of any standard payment that may be owed to the employee (submission of hours, etc.) 	Active Student Employees	Student Employment, VP/Dean (if over \$250), Payroll	Paid on the next regular payroll

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Student Payments				
Graduate Assistantship	Payments made to student employees pursuing a graduate degree working in a teaching or research capacity.	Must be an active student employee hired as a Graduate Assistant in the department requesting the payment	Student Employment, VP/Dean, Payroll	Split over equal payments for the time period the payment is requested
Mentor/Extracurricular Participant	Payment to a current student of DePaul, either undergraduate or graduate, participating in a program or activity that is generally recognized as extracurricular.	Must be an active student employee hired as a Student Activity Coordinator position in the department requesting the payment	Student Employment, Payroll	Split over equal payments for the time period the payment is requested
Resident Assistant	Payment to Resident Advisors and Facility Assistants serving as a live-in advisor, assistant or counselor.	Must be an active student employee hired as a Resident Assistant position in the department requesting the payment	Student Employment, Payroll	Split over equal payments for the time period the payment is requested
Teaching Fellow	Payment(s) made to student employees pursuing a PhD or other terminal degree teaching in one or more courses for their department.	Must be an active student employee hired as a Teaching Fellow in the department requesting the payment	Student Employment, VP/Dean, Payroll	Split over equal payments in the term the payment is requested
Internship	Payment to a current student of DePaul, either graduate or undergraduate, engaged in a closely supervised, out-of-classroom experience providing the student with career-related learning and training.	Must be an active student employee hired in an Internship position	Student Employment, Payroll	Split over equal payments for the time period the payment is requested
*Additional Approval steps include the following:				
Whom		When		
Academic Fiscal Administration		Department reports to the Provost and a budget change is requested. Academic Fiscal Administration may appear in the approval workflow for faculty payment requests as a substitute for the Dean when there are no available approvers at the Dean level		
Office of Research Services		When the payment is funded by an external grant		
Faculty Research & Development, Office of Mission & Values, or Driehaus College of Business		When the payment is funded by an internal grant		
Financial Accounting		When the payment is funded by a gift, endowment, discretionary, or agency fund. Financial accounting also approves requests that require a budget change.		