

One Time Payment (OTP) Payment Plans and Definitions

The reasons and explanations listed below are targeted towards AMP and SP personnel. For Faculty OTP related questions, please contact the University's Provost at provost@fau.edu.

One-Time Payment > One-Time Payment

- **Correction (HR Use Only):** This selection reserved for HR department only.
- **Emergency Paid Leave:**
 - Eligibility: Faculty, AMP, or SP employees.
 - Definition: To be used in special emergency leave situations, as with COVID-19 pandemic. Please contact classncomp@fau.edu for additional information.
 - Supporting Documents: Memo/email explaining OTP reasoning. Memo needs to be approved by Associate Director, Director, Chair, Associate Dean, Executive Director, Associate VP, Assistant Provost, Dean, Vice President, Provost, or designee. Memo needs to list the employee's full name and Z number, OTP amount, and effective date.
- **Performance Payment/Performance Payment:**
 - Eligibility: Faculty, AMP, or SP employees.
 - Definition: This one-time payment would be given to recognize outstanding performance such as the successful completion of a special project, attainment of established goals, or to recognize a specific achievement or assignment of significance.
 - Supporting Documents: Memo/email explaining OTP reasoning. Memo needs to be approved by associate Dean, Dean, Provost, or designee. Memo needs to list the employee's full name and Z number, OTP amount, and effective date.
- **Recruitment Payment:**
 - Eligibility: Faculty, AMP, or SP employees.
 - Definition: This option would be chosen to incentivize a candidate with desirable and specialized skills that meet a university need or that are in the best interests and support the mission of the University. This can also be chosen when documented market conditions or departmental structure that merit such a recruitment award.
 - Supporting Documents: Memo/email explaining OTP reasoning. Memo needs to be approved by associate Dean, Dean, Provost, Director, Associate Vice President, President, or designee. Memo needs to list the employee's full name and Z number, OTP amount, and effective date.
- **Research Participant:**
 - Eligibility: Faculty, AMP, or SP employees.
 - Definition: This option can be selected when issuing payment for research/study participation.
 - Supporting Documents: Memo/email explaining OTP reasoning. Memo needs to be approved by associate Dean, Dean, Provost, Director, Associate Vice President, President, or designee. Memo needs to list the employee's full name and Z number, OTP amount, and effective date.
- **Retention Payment:**
 - Eligibility: Faculty, AMP, or SP employees.
 - Definition: This option is to be used to counter verified offers of competing employment, or to address market conditions that are documented to be significantly higher than current salary, or to ameliorate salary compression or inversion that may have developed within the same or comparable classification, or acknowledging successful completion of approved career development, training, certification programs that are in best interest and support the mission of the University.
 - Supporting Documents: Memo/email explaining OTP reasoning. Memo needs to be approved by associate Dean, Dean, Provost, Director, Associate Vice President, President, or designee. Memo needs to list the employee's full name and Z number, OTP amount, and effective date.

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- **Special Award (HR Use Only):**
 - Eligibility: Faculty, AMP, or SP employees.
 - Definition: Considered on a case-by-case basis for the Annual Service Awards and additional Faculty Awards where Performance Payment and/or Faculty Recognition Award are not deemed appropriate.
 - Initiated by HR Only
- **Stipend:**
 - Eligibility: Faculty, AMP, or SP employees.
 - Definition: This reason is to be used for one-time events/jobs, functions, not to be used where a Faculty Overload or additional job is appropriate.
 - Supporting Documents: Memo/email explaining OTP reasoning. The memo needs to be approved by Director, Associate Dean, Dean, Provost, or designee. Memo needs to list the employee's full name and Z number, OTP amount, and effective date.
- **University Merit/Bonus Payment:**
 - Eligibility: Faculty, AMP, or SP employees
 - Definition: This option is to be used for bonus payments only, once approved by University's President.
- **University Merit/Bonus Payment - Off Cycle:**
 - Eligibility: Faculty, AMP, or SP employees
 - Definition: This option is to be used for bonus payments only to be processed outside regular pay cycle, once approved by University's President.

One-Time Payment > One Time Payment (Negotiated Contract)

- **Bonus:**
 - Eligibility: Faculty, AMP, or SP employees
 - Definition: This option will be used when a bonus payment is specified in a contract.
 - Supporting Documents: Signed and dated contract.
- **Relocation Payment/Relocation Payment:**
 - Eligibility: Faculty, AMP, or SP employees
 - Definition: To help and assist with moving related expenses.
 - Supporting Documents: Signed and dated contract.
- **Uniform Allowance Payment:**
 - Eligibility: Law Enforcement only. SP or AMP.
 - Definition: AMP and SP University Law Enforcement personnel are eligible. This reason would be chosen for payments towards uniform maintenance and care. This option does not require a justification memo, but attachments are welcomed.
 - Supporting Documents: Upload the contract page with the annual allowance payment.

Additional Notes:

- Gross Up options mean the payment will not be taxed by payroll. For example, an employee granted a grossed-up OTP of \$500, will receive net \$500.
- One Time Payments may also be submitted on Additional Jobs for Performance Payment, Research Participant, and Stipend.
- When choosing the payment plan for OTP, please be sure to choose the same option in your initial reason for the one-time payment.