

Overview

- A lump sum payment is a one-time payment to an employee.
- You must select a payment type for each lump sum payment. Most payment types add the lump sum payment to the employee's regular paycheck.
- Lump sum payments for a dock in pay are entered as a negative amount, and are deducted from the employee's paycheck.
- An award generates a paper check, which the department's HR Representative picks up at the Payroll office.
- Be sure to follow your department's requirements for attaching documents and adding comments for lump sum payments.

Navigation

HR WorkCenter > ePAR Home Page > Start a new ePAR > Lump Sum Payment

Processing the Request

When you click on the Submit button, the system verifies these things before submitting the form to workflow:

- The Total amount, displayed at the bottom of the page, is equal to the amount of the lump sum payment.
- The Unfunded amount is \$0.00.
- Each funding source passes the edit checks for the payment type.
- The budget has available funds for the payment.

Lump Sum Payment Types

The Payment Type selections available are dependent on the employee's type and school.

This Payment Type:	Is Used For:
EPA Additional Duties	Payment to a faculty member or EPA non-faculty employee, with an FTE of less than 1.0, for work done outside of their primary job responsibilities on a short-term basis. Once they have been compensated equivalent to 1.0 FTE, they must follow the University's Overload Policy for any additional Lump Sum Payments associated with additional work, but not for awards or similar payments.
Administrative Supplement	Payment to a faculty member or EPA non-faculty employee for administrative work done on a short-term basis outside of their primary job responsibilities.
Award Amount	Payment in the form of a paper check for special recognition or merit.
Clinical Pay	Periodic, conditional payment for faculty in the School of Medicine, as outlined in their Clinical Faculty Compensation Plans.
Contract Fulfillment	Payment for the remainder of an EPA non-faculty employee's contract salary, if his or her contract is terminated within term.
Dock in Pay	A deduction from the employee's paycheck. This type of pay is entered as a negative amount.
Mobile Communication Device - \$35	Stipend for voice-only plans.
Mobile Communication Device - \$70	Stipend for voice and data plans.
Other - Lump Sum	Payment to a faculty member or EPA non-faculty employee not defined by the other payment types. It is very important to thoroughly document the reason for the payment in the justification section.
EPA Overload Pay	Payment for additional work by a faculty member or EPA non-faculty employee who is 1.0 FTE, or who has been compensated fiscal year-to-date at the equivalent of 1.0 FTE, in accordance with the University's Overload Policy.
Pro Rata Longevity	Pro-rated longevity payment for an SPA employee who separates before the date of his or her annual longevity payment. Pro Rata Longevity payments are initiated by an employee's primary department.
SPA Additional Employment	Payment for work with the University beyond the permanent full-time employee's regularly scheduled 40 hours and outside his or her home department or organizational unit, regular work schedule, and regularly assigned responsibilities.
Special Legislative Pay	Payment for special compensation as directed by the NC State Legislature. Special Legislative Pay payments are processed by the Office of Human Resources.
Summer Salary	Compensation for research or instructional activities unrelated to the University's Summer School.
Summer School Pay	Compensation for instruction in the Summer School, paid from the University's Summer School account, and processed through the Summer School payroll.