

UNH FACULTY PAY REQUEST SUBMISSION

Link to Webform: [Faculty Pay Request Submission Manager](#)

Deadlines for Submission: To ensure timely payment, please submit your request a minimum of three (3) weeks prior to the start of paid activity. We understand there may be exceptions and will do our best to ensure on time payments. Please make certain that the information entered accurately reflects the work and payment type being completed. This will ensure that the request moves through the workflow efficiently and without delay.

FAQ for new process:

- ***Why is there a new process for this paperwork?***
Previously, all supplemental requests were done manually via a fillable form, which made tracking requests difficult and confusing. The new process was created to alleviate these issues while also improving tracking for everyone. As with any new process, we will need to make iterative improvements along the way.
- ***Who should complete/submit this form?***
The faculty member's chair, program director, faculty member or department designee may complete this request for any supplemental pay, including teaching, out of contract service, summer pay, and both Sponsored and internal-to-UNH research.
- ***Who submits the request if I am doing work for another college?***
The original form can be submitted by faculty member's chair, program director, faculty member or department designee of the **hiring college** but does require the home college information to be entered. It must be approved by the home college before it can be approved by the hiring college/unit.
- ***What information do I need to complete these requests?***
Faculty are asked to submit basic information in their request: name, supervisor name, course information including CRN (if applicable), service dates, and a brief description of the proposed activity.
- ***How do I know which appointment type to use?***
Please select the appointment type based on the work you are doing:

Course – used for teaching overload during the academic year, summer pay for teaching

Independent Study - payment for independent study at any point during the year (*Please note: Independent study requests should include the names of the students and will require confirmation that a grade (includes complete/incomplete) has been submitted to the registrar's office prior to payment.*)

Sponsored Research – used for research being done on external grants (STAR/SPA)

Stipend – used for payments such as chair appointments

University Funded Research – used for research being funded by UNH

Other – used only for payments that do not fall into one of the other categories

- ***How do I know what amount to use?***

The overload and supplemental amount paid for most faculty is determined by the CBA covering your current classification. Here are links to the contracts:

For AAUP Faculty: Current Contract 2020-2025: [AAUP](#)

For Lecturers: Current Contract 2022-2027: [Lecturer's United](#)

- ***What is the workflow after I submit the request?***

Request Submitted ➡ Dept. Chair ➡ Dean(s) ➡ Finance ➡ Provost's Office ➡ HR for entry

Note: Requests routed to the Provost's office for correction will be sent back through the approval process from Department Chair to approve any changes made.

- ***Should I use this form for temporary appointments like adjuncts, new hires, or graduate student teachers?***

No. At this time, please continue using the current processes linked below. We plan to incorporate additional processes as we are able in future iterations.

[Adjunct Faculty Hire](#) [Student Hiring](#) [Part Time Adjunct Hire](#)

- ***Can I use this form for staff supplemental pay?***

No. Please use the following form for staff supplemental pay: [Additional Pay Form - Staff](#)

- ***How do I request payment for a staff member that is teaching?***

Please use the Adjunct Faculty Hire process found here: [Adjunct Faculty Hire](#)

- ***Can I submit one request for multiple faculty at the same time? (Batch Requests) Can I submit multiple requests for one faculty member in a single request?***

No. At this time, each submission must be unique to the given faculty member and payment so that we can receive all proper signatures, accounting, documentation, etc. To submit additional requests, you can click on the link or refresh your screen after a Successful Submission. We hope to be able to incorporate additional features as we are able in future iterations.

- ***I submitted the form. How do I ensure you received it?***

Once you have completed the form you will be able to view them in TeamDynamix under My Tickets.

- ***How will I know when my request is processed and I will receive payment?***

Once the form has received the necessary approvals through the workflow and entered by HR, both the faculty member and the individual that created the ticket will receive an email notification indicating payment date, amount, and work being paid.

Reminder: Our goal is continuous improvement. We thank you for your patience and welcome your feedback.