

Supplemental Payment Request Form Instructions

For Current Service Providers who have been employed by IUP within the past 12 months.

These steps must be completed before work commences.

A comprehensive background check is required of all new Service Providers per the IUP Background Investigation Policy.

1. The Program Director or Service Provider completes Section I of the Form.
2. The Service Provider completes Section II of the Form.
3. The Program Director signs on the line titled: **First: Supervisor/Program Director** in Section III of the Form.
4. The Program Director emails an electronic copy of the form to Grant and Special Funds Accounting at:
grants-special-funds@iup.edu.
5. Grant and Special Funds Accounting reviews and verifies mathematical accuracy, assigned cost center, budget availability, and compliance with grant/contract term and conditions.
 - If approved, Grant and Special Funds Accounting signs the Form on the line titled: **Second: Grant Accounting** and routes the form to the Dean or Vice President.
 - If the form is not approved, Grant and Special Funds Accounting works with the Program Director to resolve the financial issues, signs the Form on the line titled: **Second: Grant Accounting** and routes the corrected form to the Dean or Vice President
6. The Dean or Vice President reviews the form.
 - If approved, the Dean or Vice President signs the form on the line titled **Third: Dean or Vice President** and routes the form back to the Program Director.
 - If not approved the Dean or Vice-President notifies, Grant and Special Funds Accounting and the Program Director to discontinue the hiring process.
7. The Program Director has the IUP Employee (service provider) sign on the line titled: **Employee's Signature** in Section IV of the form. The form is forwarded to Human Resources.
8. Human Resources determines the FSLA classification (Exempt or Non Exempt) and verifies if background checks are needed/already valid, signs the form on the line titled **Fourth: Human Resources** and forwards the form to Payroll Services.
9. Payroll Services acknowledges receipt of the form via e-mail and provides Program Director with specific instructions on initiating payment.
10. The desired services may now be provided.
11. To initiate payment, the Program Director
 - Creates a hard copy of the form
 - Signs the form as Supervisor/Program Director in Section IV
 - Inserts any special payment instructions necessary to process proper payment (such as dates and times/hours actually worked and to be paid)
 - Forwards the signed form to Payroll Services for processing.

Step 11 may be repeated as many times as necessary to complete the terms of the contract.

Supplemental Payment Request Form Instructions

For New Service Providers (never been employed by IUP and Former Employees (anyone who has not been employed by IUP within the past 12 months).

These steps must be completed before work commences.

A comprehensive background check is required of all new Service Providers per the IUP Background Investigation Policy.

1. The Program Director completes Section I of form.
2. The Program Director signs on the line titled: **First: Supervisor/Program Director** in Section III of the form.
3. The Program Director e-mails and electronic copy of the Supplemental Payment Request form to Grant and Special Funds Accounting at: grants-special-funds@iup.edu.
4. Grant and Special Funds Accounting reviews and verifies mathematical accuracy, assigned cost center, budget availability, and compliance with grant/contract terms and conditions.
 - If approved, Grant Accounting signs the Form on the line titled: **Second: Grant Accounting** and routes the form to the Dean or Vice President.
 - If the form is not approved, Grant Accounting works with the Program Director to resolve the financial issues, signs the form on the line titled: **Second: Grant Accounting** and routes the corrected form to the Dean or Vice President
5. The Dean or Vice President reviews the form.
 - If approved, the Dean or Vice President signs the form on the line titled **Third: Dean or Vice President** and routes the form back to the Program Director.
 - If not approved the Dean or Vice-president notifies Grant and Special Funds Accounting and the Program Director to discontinue the hiring process.
6. The Program Director has the employee (service provider) sign on the line titled: **Employee's Signature** in Section IV of the form and adds their personal email on the line below. The Program Director routes the Supplemental Payment request form to Human Resources. Human Resources begins the Neogov process.
7. The employee (service provider) completes the Neogov process.
 - Employee is entered into Neogov for Onboarding procedures. Employee will receive a link from donotreply@neogov.com to activate their account. Once activated, the employee will need to complete all tasks assigned to their account. The employee must provide identification for employment eligibility. List of acceptable documents are located in the Standard I9 task through Neogov. Photocopies and expired documents are not acceptable. The employee must provide their original social security card to HR for payroll purposes. Remote I9 completion is an option for an employee not local.
 - HR verifies if all three clearances are on file and valid. Each clearance is valid for five years. See date on clearance. If clearances have not been completed, work CANNOT be conducted until all three clearances are in progress.
 - Employee will be entered into Justifacts to complete their Pennsylvania State Act 34 Clearance and the Child Abuse Act 151 Clearance. Employee will receive a link from donotreply@Justifacts.com to begin the first two clearances. Lastly, the employee can schedule an appointment with the HR office to complete the FBI fingerprints Act 114 Clearance. Remote FBI fingerprinting completion is an option for an employee not local.

- When the employee is cleared for employment, Human Resources enter the employee's data into SAP and attaches all new hire paperwork to their SAP record. The following day the employee can activate their network access through Neogov. Human Resources signs Section III on the line titled: **Fourth: Human Resources.** Human Resources moves the Supplemental Payment Form to the Payroll folder. Human Resources notifies Payroll Services the employee has been hired and the Supplemental Payment Request form can now be processed.
 - If clearance is denied, the hiring process is stopped and Human Resources notifies the Dean or Vice-president, Grant and Special Funds Accounting, and the Program Director of the process termination.
 - All employees have 90 days to bring in the original copy of their clearances to HR. If employee surpasses the 90 Day Provisional Hire Mark, employee will be separated from Payroll.
8. Payroll Services reviews all documents for completeness and accuracy. Payroll Services acknowledges receipt of the Supplemental Payment Request form via e-mail and provides Program Director with specific instructions on initiating payment
9. The desired services may now be provided.
10. To initiate payment, the Program Director
- Creates a hard copy of the form
 - Signs the Form as Supervisor/Program Director in Section IV
 - Inserts any special payment instructions necessary to process proper payment (such as dates and times/hours actually worked and to be paid)
 - Forwards the document to Payroll Services for processing.

Step 11 may be repeated as many times as necessary to complete the terms of the contract.