

HRM-11 INSTRUCTIONS

Note: Submit only ONE employee name and ONE task payment per form. Multiple task payments to an employee will require a separate HRM-11 for each payment.

This form is used to authorize a person for a lump-sum task payment. A task rate is any rate agreed upon between the employer and employee for work performed that is based on completion of a task or job rather than a per hour rate. Task rates are restricted to “one time” services or projects, or periodic jobs for which actual hours of work may vary, for example, a per game rate for a sports official is a task rate. Task rates may not be partially paid. See the restrictions and requirements below. For more information on task payments see Supplemental Compensation policy Classification Number: 1.6.5. Contact Human Resources for assistance.

DO NOT USE A TASK RATE FOR A UNT STUDENT UNLESS APPROVED IN ADVANCE BY HUMAN RESOURCES, COMPENSATION SECTION. Unless approved as a task, payments for work performed by UNT students should be paid at an hourly rate on a HRM-8 or as a salaried appointment on a HRM-7.

DO NOT USE A TASK RATE FOR NON-EXEMPT STAFF PERFORMING SUPPLEMENTAL WORK WITHIN THEIR SAME GENERAL OCCUPATIONAL CATEGORY. Report these hours as overtime.

DO NOT INCLUDE THE COST OF MATERIALS OR SUPPLIES IN TASK RATES. Materials or supplies must be purchased separately; otherwise employment taxes on those expenses will be charges to the employee and to the account.

Faculty task payments on sponsored research accounts require prior approval by Research Services.

NOTE: The HRM-11 authorizes payment for a person. Once received in Human Resources, the job will be entered to pay automatically on the next regular monthly payroll following the completion of the task. Forms must be received by the published deadlines in order to ensure timely payment. **The HRM-11 must either be typed or prepared electronically. All signatures must be original (do not submit electronically for processing). Submit one original only to Human Resources and copy this form for your files before submitting; no confirmation copies will be sent.** The most current version of this form and instructions may be accessed at www.unt.edu/hr/forms.

DEFINITION OF SELECTED FIELDS:

Base Department Number: The base account number of your department. In the EIS system, this number is preceded with an “N” for UNT accounts and an “S” for UNT System accounts. Ex. N10001, N31234, S10090.

EMPL ID: The unique identification number assigned to all students and employees of the university. If EMPL ID is not known, or if the employee is a new hire, leave this field blank. The EMPL ID will be generated by HR.

Job Code: (Formerly Budget Item Code) The numerical code associated with each individual Job Title. See “Task Appointment Job Codes” on page 1.

Amount to be Paid: The total amount to be paid for the task.

Payment Account: The 5-digit account source for payment.