



**SPECIAL MONTHLY AUTHORIZATION  
(NON-HOURLY REIMBURSEMENT)**

MPA30

**POSITION:**

COACHES

FACULTY STIPENDS

OTHER

**PART I – To be filled out by employee**

Social Security # or Banner ID: \_\_\_\_\_

Name: \_\_\_\_\_

Gender:  M /  F

Street: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Listed  
 Unlisted

Ethnicity:  White  Black  Hispanic  
 American Indian/Alaskan Native  Asian American/Pacific Islander

Yes / No I am a State employee participating in the State Pension Program (ERS).

Yes / No I am currently a student at CCRI. If yes, # of credits I am attempting to earn this semester \_\_\_\_

Yes / No Have you ever been convicted for any offense? (Conviction is not an automatic bar to employment. Each case is considered on its individual merits). In the space below, give date and location. Indicate felony or misdemeanor. Lack of explanation is a basis for rejection. NOTE: In some instances, a plea of 'nolo contendere' may not be considered a conviction. Refer to RI General Law 12-18-3.

**Please Note: Individuals may not begin working until they have received a copy of this monthly payroll authorization with full approvals from Section IV below!**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Employment may be terminated prior to the end of the authorized period based on College priorities and/or fiscal constraints. \* For CCRI bi-weekly employees: hours cannot interfere with normal working hours.**

**PART II – To be filled out by the supervisor**

Department/Grant Name: \_\_\_\_\_

Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Prog: \_\_\_\_\_ Acct: \_\_\_\_\_

Period of employment: FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

I have attached a brief description of duties to be performed during this specific time period.

Total amount to be paid for services: \$ \_\_\_\_\_ # of Installment Payments: \_\_\_\_ @ \$ \_\_\_\_\_ each  
(Please refer to the Monthly Installment Payroll Schedule for pay dates at [http://www.ccri.edu/pers/schedules\\_calendars.shtml](http://www.ccri.edu/pers/schedules_calendars.shtml))

Approving Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Note: Supervisor is responsible for notifying Payroll and Human Resources immediately upon any change in the employee's status or for unsatisfactory performance of job functions.*

**PART III – To be completed by Human Resources:**

Position Control #: \_\_\_\_\_ / Title: \_\_\_\_\_

**PART IV - Approved by:**

Department Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Dean (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Divisional Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

# Special Monthly Payroll Authorization (Non-Hourly) Form Instructions

## **Purpose:**

The Special Monthly Payroll Authorization (Non-Hourly) form, Form MPA30, is to be used to authorize reimbursement for specific work assignments over a period of time that do not involve regularly scheduled work hours or that do not lend themselves to hourly time reporting for other reasons, e.g., coaching sports teams or Academic Department Chairs' summer stipends. Form MPA30 will allow employees to be reimbursed in equal payments on the lecturers' payroll throughout the duration of their assignments without submitting monthly time reports.

Authorizing supervisors will have direct responsibility for monitoring the performance of the authorized work assignment and immediately reporting any change in employment status or failure to adequately perform job tasks to the Human Resources and Payroll Departments in order to prevent overpayments or erroneous payments.

## **Procedures:**

Any questions regarding completion of the form should be addressed to the Human Resources Department.

### **Part I:**

The employment candidate is required to complete all information blocks and sign and date the form. If hired, the employee will not submit hourly time reporting.

### **Part II:**

The requesting supervisor is required to complete all information blocks and sign and date the form.

In addition, the supervisor must attach a brief description of the duties to be performed. The total amount of the employee's earnings will be paid in equal monthly installments in accordance with the installment payment schedule for the semester in which the work will occur.

Once the employee is hired, no further time reporting from the supervisor is required unless the employee's job status changes or the job performance is unsatisfactory- see **Purpose** above.

### **Part III:**

The Human Resources Department will complete.

### **Part IV:**

All applicable approvers must sign and date before the candidate can be hired and start work.