



## Signature Approvals

Signing this form certifies that the requested part-time temporary faculty appointment is appropriate only for the types of work that qualify as exempt executive, administrative, computer or professional duties as outlined in Policy 4296 at: <https://www.policies.vt.edu/assets/4296.pdf> and are not duties normally performed by staff employees.

Required	_____	_____	_____
	Name of Hiring Department	Department Number	Mail Code
If home department is different than hiring department	_____	_____	_____
	Home Department		
See signature matrix for requirements	_____	_____	_____
	Senior Management or Designee Print Name	Senior Management or Designee Signature	Date
	_____	_____	_____
	* Provost or Designee Print Name	* Provost or Designee Signature	Date
	_____	_____	_____
EVPCOO or Designee Print Name	EVPCOO or Designee Signature	Date	
If action is funded in part or in whole from sponsored research	_____	_____	_____
	Principal Investigator Print Name	Principal Investigator Signature	Date
If action is for a staff employee performing faculty level work	_____	_____	_____
	* Compensation Print Name	* Compensation Signature	Date

\* If Provost or Compensation approval is required, entry must be processed by Human Resources, otherwise return to hiring department for processing and retention.

HR Form P-14A  
Revised July 2023

Use the chart below to identify the appropriate P14 action and the required approval signatures on the next page.

Signing the form certifies that the requested part-time appointment is exempt level work (executive, administrative, computer, or professional) as outlined in policy 4296 and are not duties normally performed by staff employees.

All P14 employees must comply with normal employment procedures such as providing appropriate work authorization and completing the conviction/driving check processes.

The department should create a brief job description identifying job duties and expectations during the time of employment. The department should also provide an offer letter to the employee covering the dates of employment and expected pay.

If you need to make a payment for something that is not listed below, please contact your HR Division Director or the HR Compensation team (if no HR Director for your senior management area) to discuss before submitting the form for payment.

#### **Basic P14 pointers**

1. P14 payments are subject to salary limits 9M 33.3333%, 10M 22.2222%, 11M 11.1111%
2. Foreign nationals subject to 20 hour limit cannot have a P14 unless all hours worked fall under 20/week during academic year
3. Sign on bonus/moving assistance cannot be paid as P14 or through an accounts payable payment
4. Graduate student P14s must be approved by the graduate school (limited exceptions granted) during academic year (Summer P14s for graduate students subject to policy rules)
5. FTE cannot exceed 1.0 for all jobs
6. Summer session should be paid on summer session payroll
7. Winter Session should be paid on the winter session payroll
8. P14 documentation should include dates worked as well as dates to be paid

#### **Types of Special Faculty Payments. The following faculty services are appropriate for compensation through the adjunct and wage faculty payment process:**

1. Payments to faculty and staff employees participating in non-credit instructional programs through Continuing and Professional Education.
2. Payments to adjunct teaching faculty members, including retired faculty and staff, on or off-campus, for teaching credit courses or providing other credit instruction, or overload payments to full-time instructional faculty who are teaching professional continuing education classes for credit through distance learning.
3. Payments to current faculty and staff participating in university-sponsored consulting activities (Technical Assistance Program) coordinated through Continuing and Professional Education.
4. Payments to part-time, temporary faculty members, including retired faculty, for administrative, instructional support, research, extension, or outreach activities.
5. One-time payments such as payments to current Virginia Tech employees, which would otherwise be paid as an honorarium.

<b>Types of Special Faculty Payments</b>	<b>Form Needed</b>	<b>Approvals Needed</b>
Current faculty/staff participating in non-credit instructional programs through Continuing Ed Division	P14A form	Dept. Head or designee, Sr Management or designee, Continuing Ed Division
Current faculty/staff participating in university sponsored consulting activities (TAP) through Continuing Ed Division	P14A form	Dept. Head or designee, Sr Management or designee, Continuing Ed Division
Current faculty bonus payments (includes FRIP)	P14A form	Dept. Head or designee, Sr Management or designee, Provost or designee, (SVP Research & Innovation if Research Faculty)
Current faculty one-time payments - Overload (excluding Summer Teaching for AY faculty)	P14A form	Dept. Head or designee, Sr Management or designee, (Provost or designee or EVPCOO or designee if exceeding program guidelines)
Current staff employees one-time payments	P14A form	Dept Head or designee, Sr Management or designee, HR Compensation
Part-time or adjunct faculty in any capacity	P14A form and offer letter	Dept. Head or designee, PI if sponsored funding source
Current AY faculty involved in administrative management tasks or curriculum development during the summer	P14A form or spreadsheet with appropriate approvals	Dept. Head or designee
Current AY faculty involved in summer research funded by non-sponsored sources such as departmental salary savings or department research funds	P14A form or spreadsheet with appropriate approvals	Dept. Head or designee
Current AY faculty summer sponsored research	P14 form or spreadsheet with appropriate approvals	Dept. Head or designee, PI