



Part-Time Temporary Faculty Appointment Authorization for Payment

The P-14A provides wage compensation for part-time temporary faculty-level services in instruction, research, outreach, or administration. P-14A payments to current full-time faculty are authorized only for very specific purposes: participation in continuing education programs or overload teaching (A/P faculty or those teaching in specific, approved off-campus programs). Overload payments, other than continuing education, require approval of the Provost.

_____ ID#	_____ Name of Person to be Employed		
_____ Current Title or Rank		A/P	Staff Exempt
_____ Start Date	_____ End Date	T/R	Staff Non-Exempt
		<input type="radio"/> A	Active Position
		<input type="radio"/> I	Inactive Position

Has a conviction check been completed? Yes No

Payment Information

Semi-monthly payments will be processed on the beginning of a pay period. Partial payments are not permitted.

Frequency of payment: Semi-Monthly \$ _____ Estimated Dollar Amount Per Pay-Period \$ _____ Total Dollar Amount

One-time Payment \$ _____ Total Dollar Amount

_____ Org Number _____ Banner Fund _____ FTE _____ Position Number

Professional Services

Describe duties to be performed below. For any payment, except a One-Time Payment, attach a copy of appointment letter, including job duties. If teaching a credit course, also complete Credit Instruction section below.

Credit Instruction

Teaching credentials, including original transcript, must be reviewed, and approved by the department head. Document credentials using Statement of Faculty Qualifications for Teaching (see <https://faculty.vt.edu/faculty-forms.html>).

_____ Course Number and Name Term: Fall 20____ Spring 20____

(Summer school teaching is NOT paid on a P-14A, must use summer session (SS) payment.) Winter 20____

If overload teaching payment for A/P faculty member, state day(s) of the week: _____
and time: _____ A.M. or P.M. of teaching assignment

If overload payment for full-time instructional faculty, state name of program approved for overload payment (i.e. PMBA, EMBA, or other):

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
	_____	_____	_____
	Hiring Department Head Print Name	Hiring Department Head Signature	Date
	_____	_____	_____
	Human Resources Print Name	Human Resources Signature	Date
	_____	_____	_____
If home department is different than hiring department	_____	_____	_____
	Home Department		
	_____	_____	_____
	Home Department Head Print Name	Home Department Head Signature	Date
See signature matrix for requirements	_____	_____	_____
	Senior Management or Designee 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
	_____	_____	_____
	SVP for Research or Designee Print Name	SVP for Research or Designee Signature	Date
If action is funded in part or in whole from sponsored research	_____	_____	_____
	Principal Investigator Print Name	Principal Investigator Signature	Date
Required for Staff Employees	_____	_____	_____
	*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.

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 at: <https://www.policies.vt.edu/assets/4296.pdf> 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. Work authorization is required - I9, conviction check, Foreign nationals need proper documentation
2. P14 payments are subject to salary limits 9M 33.3333%, 10M 22.2222%, 11M 11.1111%
3. Undergraduate students/wage employees
4. Foreign nationals subject to 20 hour limit cannot have a P14 unless all hours worked fall under 20/week during academic year
5. Bonuses cannot be paid as P14 (or Accounts Payable payment)
6. All P14s over 10,000 reviewed by Payroll must submit signed documentation to Payroll drop box
7. FTE cannot exceed 1.0 for all jobs
8. Summer Session should be paid on Summer School payroll
9. Winter Session should be paid on the Winter Session payroll
10. P14 documentation should include dates worked as well as dates to be paid

<https://policies.vt.edu/4296.pdf>

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 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.

Types of Special Faculty Payments	Form Needed	Approvals Needed
Current faculty/staff participating in non-credit instructional programs through Continuing Ed Division	P14A form	Dept. Head or designee, Human Resources, Dean/VP 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, Human Resources, Dean/VP or designee, Continuing Ed Division
Faculty Research Incentive Plan (FRIP Payments)	P14A form	Dept. Head or designee, Human Resources, Dean/VP 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, Human Resources, Dean/VP 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, Human Resources, Dean/VP or designee, Compensation, (Provost or designee if teaching)
Part-Time or adjunct faculty in any capacity	P14A form and offer letter	Dept. Head or designee, Human Resources, 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, Human Resources
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, Human Resources
Current AY faculty Summer Sponsored Research	P14 form or spreadsheet with appropriate approvals	Dept. Head or designee, Human Resources, PI if sponsored funding source