



INSTRUCTIONS TO ORIGINATOR:

Is the Presenter/Lecturer a current CSUEB employee? Please note this excludes University Extension Faculty.

- Yes - If the amount is over \$500 forward Staff requests to the AVP of Human Resources and Faculty requests to the Provost for approval prior to the event. If \$500 or less forward directly to Payroll Services.
No - STOP! Do not complete this form. Complete Accounts Payable forms Vendor Data Record AND Short Term Limited Scope to request payment.

SECTION I: PAYMENT INFORMATION

Name of Recipient: Employee ID: Primary Dept ID:
Payment Charged to: Account Fund Dept. ID Class Project ID
Amount: \$ College:
Department/Project:
Date & Location of Event:
Description of event /purpose for Honorarium Payment:

SECTION II: AUTHORIZATION

Recipient: I certify that I have completed the activity as described in Section I.

Signature Date

Dean/Director: I certify the payment for the activity listed in SECTION I and that there are sufficient funds available for this transaction.

Print Name Signature Date

AVP, Human Resources & Payroll Services (if over \$500.00)

Print Name Signature Date

Administrator of Academic Affairs (if applicable)

Print Name Signature Date

Payroll Office Use Only

Pay Period: SSN: Position #:
Initials: LN: Batch ID:
Keyed By: Date: Paid:

PROGRAM

An honorarium is a one-time payment for a special lecture/seminar given by an individual or a specific class or instruction program under the direction of a University faculty member or administrator. If the honorarium is for a University employee, the event must be outside the normal duties and responsibilities and performed outside scheduled work hours. Honoraria are defined as a form of payment that is not considered an additional or overload appointment. Similar to a Performance Bonus and honorarium does not increase base salary and does not impact benefits, retirement or any future employment.

University faculty and staff shall follow established mechanisms for reimbursement of expenses associated with attendance at a University function including travel, mileage, and other out-of-pocket expenses. In special cases, an honorarium may be provided in the form of a "participant stipend" when the knowledge, skills or abilities derived from attending the event will provide additional benefits to the University in the future and/or when attendance at the event serves to meet defined objectives of a University sponsored program, e.g., participation in a survey or participation in a special symposium. Additionally, an honorarium may be provided for a singular service, e.g., administering and/or reading a university qualifying examination, participating in a performance or demonstration, etc.

Normally, the amount of payment is based on the salary rate of the primary appointment, not to exceed \$500. A different payment rate is permitted if appropriate for the work performed and required under special circumstances. Such circumstances shall include unique skills and abilities required for the class or program not available through any other resource. Furthermore, only those situations that require an excessive time commitment in preparation or presentation and/or where the benefit or acclaim to the University far exceeds any personal benefit to the individual, would honoraria be granted above \$500.

AUTHORITY

Deans/Directors (MPP) have the authority to grant honoraria to University faculty and staff not to exceed \$500 and shall ensure that honoraria are provided in accordance with program criteria. The Director of Human Resources shall review and authorize honoraria above \$500 and shall consult with the appropriate Cabinet Officer on all requests for honoraria above \$1,000.

The President shall review and authorize honoraria requested for any administrator appointed within the Management Personnel Plan. Honoraria for administrators shall only be granted in exceptional situations where the activity giving rise to the honorarium brings substantial acclaim to the University.

PROCEDURES

1. An Honorarium Payment Request shall be prepared for all honoraria and forwarded to the AVP of Human Resources for approval prior to the event if over \$500, or forwarded to the Provost of Academic Affairs for approval prior to the event, if applicable. Honoraria for \$500 or less shall be forwarded to Payroll Services.
2. For NON-UNIVERSITY RECIPIENTS, complete a Vendor Data Record and Short Term Limited Scope forms. Completed forms should be submitted to the Accounts Payable department.

The Vendor Data Record and Short Term Limited Scope forms are available at:

<http://www20.csueastbay.edu/af/departments/finance/procurement/accounts-payable/forms/>

3. FOR CURRENT UNIVERSITY EMPLOYEES, the completed Honorarium Payment Request form should be submitted to Payroll Services, SA 2600. Payments to current University employees are subject to state (6.6%) and federal (25%) income tax withholding, Social Security (6.2%) and Medicare tax (1.45%).