

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	n to be Employed			
Current Title or Rank			○ Staff Exe	empt	Active Position
			Staff Nor	n-Exempt	○ Inactive Position
Start Date	End Date				
Has a conviction check be	een completed?	□No			
Payment Information	า				
semi-monthly payments w	ill be processed on the beg	ginning of a pay period. Partial	payments are	not permitted.	
	□ Court Mounth	\$		\$	
Frequency of payment:	☐ Semi-Monthly	\$Estimated Dollar Amount Pe	r Pay-Period	Total Dollar Ar	mount
	☐ One-time Payment	\$ Total Dollar Amount			
		Total Bollal Amount			
Org Number	Banner Fund	<u></u>	Pc	 osition Number	
Professional Services					
Professional Services Describe duties to be perfo	s ormed below. For any paym	FTE nent, except a one-time payme dit Instruction section below.			ent letter, including job
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HR Form P-14A Revised July 2023

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
if home department is different than hiring department	Home Department		
<u> </u>	Home Department Head Print Name	Home Department Head Signature	Date
irements	Senior Management or Designee Print Name	Senior Management or Designee Signature	Date
See signature matrix for requirements	* Provost or Designee Print Name	* Provost or Designee Signature	Date
See signat	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
If action is for a It staff employee ir performing faculty level work	* Compensation Print Name	* Compensation Signature	Date
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^{*} 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 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.

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