

# Exceptional Pay Memo Process Guide

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## Introduction

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Exceptional Pay Memos (EPMs) must be included with a bi-weekly employee’s Authorization form (MAP or NWRINAS) in order to authorize an exceptional pay rate. Use this Process Guide to help you determine when an EPM is needed and for step-by-step instructions in how to complete it.

### Purpose

The purpose of the Exceptional Pay Memo (EPM) is to authorize an hourly pay rate for a bi-weekly employee that has not been approved by the PCC Board of Directors as seen in the applicable Salary Schedule.

### Intended Learning Outcomes

**After reading this guide, you will know:**

- When to submit an EPM
- Where to locate the EPM template

**After reading this guide, you will be able to:**

- Successfully complete and submit an EPM

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## Key Things to Note

- The EPM must list a legitimate justification for the requested exceptional pay rate in the event Human Resources is audited.
- The EPM must be approved by an Executive Officer. Executive officers are District VP, VP Academic Affairs, VP Student Affairs, and VP of Administrative Services.
- The EPM and Authorization form (MAP or NWRINAS) must be submitted to HRIS by the Authorization Due in HR date for the employee's first Bi-Weekly Pay Period (see Additional Resources below).
- If the Authorization form is normally submitted electronically via an EPAF, a MAP form must be submitted in place of the EPAF with the EPM included (see Additional Resources below).
- The EPM and Authorization form must be submitted for approval to the manager and Executive Officer and routed to HRIS using AODocs (see Additional Resources below).

## Action Items

The following Action Items must be completed by your department or program. Action Items can be distributed among different members of your department depending on how your department is structured and delegates tasks.

1. Fill out EPM
2. Submit EPM and Authorization Form for approval and route to HRIS in AODocs by the HR Authorization Deadline

### 1. Fill Out the EPM

**Step 1:** Locate the EPM template on the HRIS link of the [HR Website](#) under Forms.

**Step 2:** Fill out the following fields:

## Exceptional Pay Memo:

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To: ( Executive Officer ) Name of Executive approving your EPM

From:

Date:

RE: Special Pay Rate for (Name and G Number of Employee)

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**Step 3:** Provide employee's name, G Number, Position Number (look up in **NBIJLST**) and the Org Code:

The purpose of this memo is to request pay that is above the current, Board approved pay rates. We would like to pay Employee Name **Allison Hart**,  
G Number **G02859872**, Position Number **995735** and  
Org Code, **C40316**:

**Step 4:** Select one of the two options:

- One-time pay
- An hourly rate with the date range of work to be performed

and fill in the rest of the information. Be detailed when providing the description, basis and justification for your exceptional pay rate.

A one-time pay of \$\_\_\_\_\_ on the date \_\_\_\_\_ for \_\_\_\_\_ hours.

The description of work, the basis for determining the rate, and justification for exceptional pay (please explain in detail):

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An hourly rate of \$\_\_\_\_\_.

Date range of work to be performed \_\_\_\_\_ to \_\_\_\_\_

The description of work, the basis for determining the rate, and justification for exceptional pay (please explain in detail):

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## 2. Submit EPM and Authorization Form for approval and route to HRIS in AODocs

**Step 1:** In AODocs, enter the employee's supervising manager as the first approver

**Step 2:** Enter the executive officer as the second approver in PASS AODocs or as the executive approver in the HRIS Forms NWRINAS AODocs.

Executive entered as second approver in PASS AODocs:

The screenshot shows a form with two approver fields. The first field, labeled 'Approver 1 \*', contains the email address 'lisa.jones13@pcc.edu'. Below it, a blue link reads 'If Needed, Enter the Second Approver'. The second field, labeled 'Approver 2', contains the email address 'kho@pcc.edu'.

Executive entered as executive approver in HRIS Forms NWRINAS AODocs:

The screenshot shows a form section titled 'Exceptional Pay Memo (non-bargaining unit only)'. It contains two dropdown menus. The first dropdown is labeled 'Does this submission include an exceptional pay memo? \*' and is set to 'Yes'. The second dropdown is labeled 'If exceptional pay memo, executive approver' and is set to 'kho@pcc.edu'.

**Step 3:** For PASS AODocs, route the final approved document to HRIS.

The screenshot shows the 'Attachments' section of a form. It lists two files: 'Tuyen Le Dept Chair MAP.pdf' and 'Tuyen Le Dept Chair EPM.pdf'. A plus sign icon is visible at the bottom right of the attachment list.

**Step 4:** Attach both the Authorization form and EPM in AODocs and submit.

The screenshot shows the 'Send final approved document to (required)' section. It includes a link for 'HR Emails' and a 'If HR form - HR Form Routing Guide' link. Below, there is a field labeled 'After approval, send to \*' with a question mark icon. The field contains the email address 'hris-group@pcc.edu'.

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## Additional Resources

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[Submitting HR Form via AODocs](#)

[Bi-Weekly Payroll Calendar 20-21](#)

[EPAF Process Guide](#)

[MAP Process Guide](#)

NWRINAS Process Guide

[Organizational Guide at PCC](#)

[Salary Schedules](#)

[HRIS Contacts](#)