

## Other Professional Service Compensation Form - Instructions

Other Professional Services Compensation (OPSC) consists of fixed-fee assignments for services not tied to hours, not covered by the institutional base salary (IBS) and that do not count toward an employee's maximum Supplemental Compensation Authorized Earnings. Work is performed outside the employee's regular assignment and compensation is not paid on sponsored accounts.

### Complete the following sections:

Check the appropriate box based on the descriptions below:

**Original** – the initial request for an OPSC payment for each assignment period.

**Revision** – a change in the total payment amount—the start and expected end dates remain the same as the previously approved OPSC assignment.

**Continuation** – a change in the dates of the previously approved OPSC payment—the total payment amount remains the same.

NOTE: Use this form to initiate, change or revise OPSC payments—do not use the PAF for OPSC transactions.

### Employee Information

- Enter the employee's name as it appears in UAccess Employee in Last, First MI format.
- Enter the employee's Empl ID.
- Check the box indicating the employee's condition of employment.  
 Administrator       Faculty       Post Doctoral Scholar       Professional
- Enter the employee's primary job title.
- Check the box which reflects the contract length associated with the employee's primary job.  
 Academic       Fiscal
- Enter the employee's Home Department number and name.

### Assignment/Description

NOTE: Please do not use this form for Summer and Winter Session payments—continue with the existing process.

- Check the box that best describes the OPSC assignment.
  - Incidental/Project Specific Assignment (non-sponsored)
  - Instruction – Non Credit
  - Instruction – Credit
- Enter the OPSC hiring department number and name.
- Enter the pay period start and expected end date (EED).
  - The start and end dates should reflect complete pay periods.
- Enter the OPSC position number.
  - If an OPSC position number is not available, leave the field blank and a new number will be assigned.
- Enter the total payment amount.
  - This is the actual or gross amount the employee receives.
- Leave the Bi Weekly Amt\$ blank—this is for administrative use only.
- Provide a description, dates and justification for the assignment. If the assignment is instruction related, provide the course name and number.
  - Sufficient information should be provided to ensure work performed is both outside the employee's regular assignment, and falls within the OPSC guidelines.

### Funding (Non-Sponsored Accounts Only)

- Enter the account number(s) funding the OPSC assignment.
- Enter the distribution percent.
  - The total distribution must equal 100%.
- Enter the actual to be paid for each account.
- Enter the distribution start date (funding must equal 100% for each period)

### Signature/Routing

- Enter the contact person's name and phone number.
- Route and obtain authorized signatures.  
Hiring Dept→Home Dept→Home College Dean→Provost/VP→Systems Control