

Emolument Exception Request

Instructions: An emolument is a non-wage compensation item(s) an employee received and should be included in their income as wages subject to tax withholding requirements. **This form is only for the emolument exceptions listed below; use the Request One-Time Payment business process in Workday for all other emoluments.** **Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about information collected about you on this form (with a few exceptions as provided by law); (2) receive and review the information, & (3) have information corrected at no charge. To request information, contact Payroll at payroll@tamucc.edu

Please check the Emolument Exception for this request:

- Employee is terminated / retired
- Recipient works for a different Supervisory Organization
- Department pays taxes on behalf of employee (Amount will be "Grossed up")

| | | |
|--------------------------|-------------------------------|------|
| Employee name: | Position #: | UIN: |
| Sup Org. name: | Sup Org #: | |
| Date Emolument Received: | Travel Dates (if applicable): | |

Emolument specifics

| | |
|---------------------|-----------------------------|
| Emolument Value: | Reason # (from list below): |
| Costing Allocation: | |

EXPLANATION – For audit purposes, enter a detailed description of the non-wage compensation items and/or reason(s) for the exception request.

I certify that I am acquainted with the employee listed on this form or that I have received necessary details from persons privy to & technically qualified to substantiate effort distribution, & that to the best of my knowledge the employee is entitled to the payment shown on this form & that distribution of pay between departments & projects is true, correct and properly presented by the percentage of effort indicated. I ensure that appropriate time off has been taken by the employee in accordance with relevant University time off requirements while performing additional work. Any exceptions are indicated by explanatory note.

Created by – Print Name

Created by – Signature

Date

Approved by – Print Name

Approved by – Signature

Date

Emolument Payment Reasons

- | | |
|--|-------------------------------------|
| 1. Awards Cash or Non-Cash Award > \$400 | 18. Miscellaneous-Other |
| 2. Car Allowances and Expenses | 19. Non-Qualified Moving Expenses |
| 3. Cell Phone Equipment | 20. Non-Reimbursed Employee Advance |
| 4. Club Dues | 21. Professional Organization Dues |
| 5. Communication – Monthly Allowance | 22. Qatar Education |
| 6. Complimentary Sports Tickets | 23. Qatar Housing |
| 7. Contractual Payments | 24. Qatar Inflation Differential |
| 8. Education Reimbursement | 25. Qatar Tax Service |
| 9. Employee Immigration Fees | 26. Qatar Utilities |
| 10. Employer Provided Vehicle | 27. Sick Leave Donation |
| 11. Family Medical Fees | 28. Tax Service to Expat Employee |
| 12. Gifts | 29. Tickets Other than Sports |
| 13. Graduate Tuition Waiver | 30. Tips |
| 14. Housing Allowance | 31. Travel Expense—Business |
| 15. Insurance | 32. Travel Expense—Non-Business |
| 16. Internet Access Fee | 33. Travel for Spouse / Family |
| 17. Media Payment | 34. Travel Reimbursement >90 Days |

Please submit completed request & attachments to: payroll@tamucc.edu