The City College of New York

Office of Human Resources

Non-Tax Levy Supplement Request Form
For Full-Time & Part-Time Faculty and Staff

Whenever any additional compensation is requested to be paid to an employee who is on tax-levy payroll, appropriate approval is required.

Additional compensation is defined as monies from non-tax levy sources that supplement a tax-levy salary. This additional compensation may originate from sources such as the CUNY Research Foundation, the College Foundation, Auxiliary Enterprises, and named chairs and named professorships, to cite just some examples.

Prior to obtaining approval to issue additional compensation, departments must confirm availability of funds. To begin the approval process ***please complete the request form below and attach a justification as well as the fund agreement (if applicable). Once the form is signed by the Dean/VP and the President, the department must submit a copy of the signed form along with all attachments to The Office of Human Resources for final review***.

The department will be notified via email of the College's decision. Once approved, a Disbursement Request Form and Personnel Action Form (PAF) should be submitted to Financial Accounting to begin the payment process.

For additional information, please contact the Office of Human Resources at (212)650-7226 or via email at humanresources@ccny.cuny.edu.

Date:

Name:

Title:

Department:

Name of Funding Source:
Amount:

Frequency: ☐ One Time Payment ☐ Annual ☐ Other:

Effective Date:

Dean/VP's Signature*:

President's Signature:

**The Dean/VP's signature represents that funding availability has been confirmed .*

*** * Required supporting documents checklist: 1. Justification 2. Funding Agreement (if applicable) ****