



Emolument Exception Request

Instructions: An emolument is non-wage compensation item an employee received and will be included in their income as wages subject to tax withholding requirements. A completed copy of this form should be attached to Concur or AggieBuy, as exceptions cannot be processed using the Request One-Time Payment business process in Workday. See below for a list of Emolument Payment Reasons and enter the number in the Reason # field below. **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.

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 worked from:	Date worked thru:	

Emolument specifics:

Emolument Value:	Reason#:
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. Media Payment |
| 2. Car Allowances and Expenses | 19. Miscellaneous-Other |
| 3. Cell Phone Equipment | 20. Non-Qualified Moving Expenses |
| 4. Club Dues | 21. Non-Reimbursed Employee Advance |
| 5. Communication – Monthly Allowance | 22. Professional Organization Dues |
| 6. Complimentary Sports Tickets | 23. Qatar Education |
| 7. Contractual Payments | 24. Qatar Housing |
| 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. Inflation Differential – Qatar | 32. Travel Expense—Non-Business |
| 16. Internet Access Fee | 33. Travel for Spouse / Family |
| 17. Insurance | 34. Travel Reimbursement >90 Days |

FOR QUESTIONS OR TO SUBMIT: payroll@tamu.edu or Fax: 979-845-4134