Division of Human Resources
& Organizational Effectiveness

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

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