

## OVER-MAXIMUM LUMP SUM PAYMENT REQUEST

This form is to be used for employees whose salary is at or above the range maximum for the new fiscal year, in lieu of a base salary merit increase. This is a one-time payment for the value of the merit increase, but does not become part of the base salary.

- Please complete all sections, scan, and email to Grayson Gosney at [ggosney@emory.edu](mailto:ggosney@emory.edu).

Employee ID	
Employee Name	
Employee Record #	
Department #	
FTE	

Pay Group (circle)	Monthly	Biweekly
Pay from Regular Speedtype(s)?	Yes	No

*If paying from alternate speedtype(s), please provide below:*

Alternate speedtypes(s)	Percent

Performance Rating	
Intended merit increase %	
Payment amount	

### **APPROVAL (Chief Business Officer):**

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NAME (print)

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NAME (signature)

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DATE