

RELOCATION STIPENDS IN ACADEMIC AFFAIRS

- ✓ [Relocating Employees Policy 7.1.37](#)
- ✓ All relocation stipends for all approved employee classes and funding sources will be submitted through the iPeople additional pay process.
- ✓ All relocation allowances are reportable and subject to applicable income and employee taxes
 - Ensure this information is provided in the Offer Letter.
- ✓ The relocation stipend is intended to account for any house hunting and moving expenses.
- ✓ Additional pays cannot be submitted until after the employees start date.
- ✓ When processing the additional pay ensure you use the “REL” earnings code.
 - If you have questions on submitting your additional pay, please contact Human Resources or review the tutorial on the Human Resources Website.

TENURE TRACK (AIF APPROVED)	ALL OTHER EMPLOYEE CLASSES
○ The Tenure Track Offer letter template has a designated table for amounts. These amounts are offered at higher levels to account for applicable taxes that are deducted.	○ For all other employee classes, the stipend amount is determined by the department/school/unit.
○ Please refer to Academic Affairs Recruitment Fund Procedures and Tenure Track Offer Letter for additional information.	✓ “Up to” language is not permitted; an exact amount is required.
✓ The Provost Office will initiate the additional pay for the Tenure Track Faculty (Academic Impact funded) relocation stipends.	✓ The Department/School/Unit will initiate the additional pay for all other employee classes.

Frequently Asked Questions

1. I am paying this out of Foundation, should I submit a Voucher?
 - No, all Relocation stipends must be submitted through the additional pay system.
2. I have an AP relocation stipend, does the Provost submit these in the additional pay system?
 - No, since it is not TTF (AIF Funded) The Provost Office would not submit this additional pay. The Unit is responsible for submission.
3. We committed to house hunting expenses and would like to reimburse the employee for those expenses prior to their hire date, can we do that?
 - No, the system will not allow additional pays until the employees start date. The relocation stipend is intended to account for house hunting and moving expenses combined. You would submit one additional pay in this circumstance.
4. What earnings code do I use when submitting this additional pay?
 - You would use the “REL” earning code
5. We would like to offer “up to \$2,000”, can we do that?
 - No, you must offer a flat amount for the relocation stipend, taking into consideration all applicable taxes.
6. Should I put the following language in my offer letters to new employees receiving relocation stipends- “All relocation allowances are reportable and subject to applicable income and employee taxes”?
 - Yes