



CIE Form Instructions for Grant-Funded Programs (Multiple Employee Payments)

Purpose

The **CIE Payment Request Template** is used to provide payment and budget information for **two or more employees** receiving approved overload, summer salary, adjunct, stipend, or other compensation. The template must be completed **after approval** of the **Overload/Summer Salary/Adjunct Payment Request**.

The template consolidates employee information, departmental budget codes, payment amounts, payment schedules, and payment types into a single submission for OSRP review and processing. A separate row must be completed for each employee receiving compensation.

Important: *Approval of the **Overload/Summer Salary/Adjunct Payment Request Form** is required before submitting the **CIE Payment Request Template**.*

When to Use This Form

Use the **CIE Payment Request Template** when:

- Multiple employees will receive grant-funded compensation.
- Payments include overload pay, summer salary, adjunct pay, stipends, or other approved compensation.
- Payments will be charged to one or more sponsored project accounts.
- Payroll information must be provided for OSRP review and processing.

Do **not** use this form in place of the Overload/Summer Salary/Adjunct Payment Request Form. The payment request form must be approved first.

Form Completion Instructions

Complete one row for each employee receiving payment.

Employee Information

ID#: Enter the employee's Campbell University ID number.

First: Enter the employee's first name.

Last: Enter the employee's last name.

Employee Type (Faculty/Adjunct/Staff): Select or enter the employee category:

- Faculty
- Adjunct
- Staff

School/Department Information

School/Dept Budget Code

Enter the *employee's home departmental budget code*.

Example: 10-0-00000-51119-0

Department

Enter the school, department, or unit responsible for the payment.

Examples:

- College of Pharmacy & Health Sciences
- School of Engineering
- Department of Biology

Grant Information

Grant Budget Code

Enter the sponsored project GL account to be charged.

Format: 80-0-88XXX-XXXXX-X

If multiple grant accounts will be charged, provide the allocation details in the Notes column.

Grant

Enter the project, program, or grant name associated with the payment.

Examples:

- NIH BUILD
- NSF S-STEM
- USDA NIFA Program

Payment Information

Term

Enter the applicable term or period.

Examples:

- FA2026
- SP2027
- Summer 2027

Payment Amount

Enter the total amount to be paid to the employee.

Payment Schedule

Specify how the payment should be distributed.

Examples:

- One-Time
- September-November
- January-May
- Monthly

Adjunct Pay or Overload Pay

Specify the payment type.

Examples:

- Adjunct Pay
- Overload Pay
- Summer Salary
- Stipend

Notes

Use this section to provide any additional information needed for payroll processing, including:

- Fringe benefit account numbers
- Multiple grant account allocations
- Special payment instructions
- Approved justification summary from the Overload/Summer Salary/Adjunct Payment Request Form

Examples:

- Fringe Benefits: 80-0-88XXX-51120-0
- Charge \$2,000 to 80-0-88123-51119-0 and \$1,000 to 80-0-88124-51119-0
- Approved for Fall 2026 course overload

Submission Process

- 1) Complete the **CIE Payment Request Template** , providing details for each employee receiving compensation.
- 2) Email the completed form and a copy of the approved Overload/Summer Salary/Adjunct Payment Request Form to: **osrp@campbell.edu**
- 3) Following review, OSRP will coordinate with Human Resources and Payroll, as applicable, to ensure charges are allocated to the correct sponsored project account(s).

Important Reminders

- The **CIE Payment Request Template** does **not** replace the **Overload/Summer Salary/Adjunct Payment Request Form**.
- Submit the processing form **only after** the **Overload/Summer Salary/Adjunct Payment Request Form** has been approved.
- All compensation must be charged to the approved grant account(s).
- Do not use departmental operating accounts in place of sponsored project accounts.
- Include all allocation details when payments will be distributed across multiple grant-funded GL accounts.
- Incomplete forms may delay payroll processing.