

DSO Payments use Foundation funds to make lump sum supplementary compensation payments to employees.

The following items are examples of instances where DSO Payments are typically used: contractual performance bonuses for Athletics coaches, salary supplements, bonuses, honoraria for lectures, payment for public appearances and/or TV/Radio shows, and taxable relocation-related expenses. DSO Payments may not be made to a USF employee for services rendered as an independent contractor.

Basic procedures/guidelines that must be followed to ensure proper and timely processing and accounting of DSO Supplement Compensation Payments made to USF employees are as follows:

- a) Requests to pay DSO supplemental compensation to university employees must be approved by individuals authorized to approve payments using Foundation funds.
- b) Funds to pay DSO Supplemental Compensation(s) must be on deposit in the University's Payroll Account before payment can be made. **All checks should be payable to USF Payroll.** The Request for DSO Supplement Payment Form, the Foundation Check Request Form, and all supporting documents should be sent to the Foundation for processing. Nothing should be sent directly to Payroll—The Foundation will forward the appropriate documentation to Payroll after processing the check request.
- c) DSO Supplement Payments are subject to the appropriate employer matching portion of FICA (Social Security and Medicare taxes). The employer FICA match must be included in the check received from the Foundation before payment can be made. For positioned employees the match is 7.65% of the gross pay; for temporary employees the match is 1.45% of the gross pay; for FICA exempt students there are no matching costs. For assistance in determining the appropriate check amount you may contact Jeff Schueler at 974-6027.
- d) DSO Supplement Payments are subject to the employee portion of FICA. Federal Withholding will be 25% of the gross pay.
- e) DSO Payments are not subject to State retirement contributions nor included in retirement salary averaging.
- f) Payments will be distributed in the same manner as the employee's payroll checks (i.e., issuance via check or EFT into the employee's bank account). DSO Payments will always be made as a separate payment from an employee's regular biweekly wage payment.

If you have any questions concerning the process for DSO payments, please email BUSFIN_UCO_Payroll_Processing.

Deliver this completed request for payment document, the completed Foundation Check Request form (for the amount of gross plus appropriate matching costs), and all supporting documentation for the payment request to the Foundation for processing.

DSO Organization Name:

Requestors Name:

Phone Extension :

Authorizing Signature :

Employee Name :

Employee ID Number :

Amount of Gross Payment :

Matching Costs :
(see below)

Check Total :

Matching costs will be:

- For Faculty, Administrative, and Staff employees = 7.65% of the gross payment
- For Temporary (OPS) employees = 1.45% of the gross payment
- For student employees who are exempt from FICA taxes = no matching costs. For these employees enter "Zero - FICA Exempt Student" in this field