

TASK

Effective Date: March 1, 2021
Approved By: Cheryl Wolfe-Lee, Associate Vice President for Human Resources
Authority: [POL-U5410.08](#) Providing Relocation Compensation

See Also:

Document#: [STN-U5410.08A](#) **Document Title:** Determining Relocation Compensation and Housing Hunting Amounts

TSK-U5410.08A Processing Relocation Compensation Payments

After determining to offer relocation compensation to a finalist, **the hiring department will:**

1. **Follow** the *Standards for Determining Relocation Compensation and House Hunting Allowances* ([STN-U5410.08A](#)).
2. **Print** the calculator results to attach to the *Personnel Action Form* (PA).
3. **Receive** approval for relocation compensation through the recruitment PageUp system.
4. **Submit** a PA for the new employee after receiving the new hire's official acceptance for the offer of employment.
5. **Complete** the position number/suffix section of the PA as follows:
 - Use the new hire's position number
 - For relocation compensation, use suffix of 'RC'
 - For hiring incentive, use suffix of 'HI'
6. **Complete** the one-time payment section of the PA as follows:
 - For payment type, select: Supplemental
 - In the comments section, state: "Lump sum payment for relocation [or hiring incentive]."
 - Enter payment amount.
 - The start date on the PA **must be on or after the employment start date** (providing the lump sum payment prior to the employment start date is prohibited).
 - Use Chart 2 funds for any amount that exceeds the calculator maximum.

See example below:

<input type="radio"/> Salaried <input type="radio"/> Academic 9 months <input type="radio"/> Quarterly 3 months <input type="radio"/> Other _____ months <input type="radio"/> Summer _____ weeks		Salary: \$ _____ Enter actual amount to be paid for specified period	<input checked="" type="radio"/> One-Time Payment Hours worked: _____ Payment Amount: _____ Payment Type: Supplemental ▼
<input type="radio"/> Hourly Hourly Rate: _____	<input type="radio"/> Non-Uniform Amount: _____		

7. **Attach** to the PA the printed calculator results with the estimated moving cost from step 2 above.
8. **Route** the PA as required.