

# Processing Late Pay for Lecturers

## College of L&S

**Dean's Office informs department of Teaching-Day-Basis salary and amount owed to lecturer.**

1. Department schedules onboarding with CSS.
2. CSS determines type of late payment (Damage Payment or One-Time Payment).
3. CSS verifies onboarding is complete and confirms the start date required for the appointment letter to Department and Dean's Office.
4. Dean's Office revises teaching-day-basis salary and determines the late amount owed to lecturer. Revised appointment letter is issued to the department and CSS.

### If Damage Payment is due (No State Oath):

1. Department completes the *Damage Payment Report*.
2. CSS confirms the date State Oath was signed by lecturer. Department uses this date to fill out the *Damage Payment Report*.
3. Department obtains a completed *Damage Payment Release* from lecturer.
4. Department emails completed forms to Central Payroll ([payhelp@berkeley.edu](mailto:payhelp@berkeley.edu)) with a copy to the CSS HR Partner.
5. CSS and Department will place the completed forms in the lecturer's personnel file.

### If a One-Time Payment is due (Active State Oath on file or non-citizen):

1. Department submits a ServiceNow ticket for a one-time payment for the amount calculated by the Dean's Office after official start date is confirmed by CSS.
2. CSS process the ticket and issues the one-time payment through Payroll.

# Processing Late Pay for Lecturers in the College of Letters & Science

