



**TECHNICAL LETTER  
HR/Salary 2004-24  
ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
<b>Bonus/Additional Pay Programs</b>

**I. Executive Housing Allowance**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Earnings ID:	GP
Amount:	Rate approved by Board of Trustees resolution.
Subject to PERS Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	The payment may be requested using the Miscellaneous Payroll/Leave Action Form (STD. 671) or the Time and Attendance Report Form 672. The appropriate Earnings ID and the gross amount of the bonus must be denoted on the form to request payment (refer to PPM section G105 for instructions).