



WILLIAM PATERSON UNIVERSITY

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To: University Employees

From: Office of Payroll and Employee Benefits

Date: February 24, 2022

Subject: Electronic Additional Compensation Memorandum (eACM)

The Payroll and Employee Benefits Department is pleased to introduce the Additional Compensation Memorandum form in electronic format. The eACM form is used to authorize additional compensation to faculty and certain staff members completing activities that are separate and apart from their regular duties as an employee of William Paterson University.

This electronic form will allow the user to enter the payment information in WPconnect, route the form through the sequence of required approvals, and when complete, the data will feed to Banner. These efficiencies will result in quicker turnaround of payment for the recipient as well as greater transparency and oversight for users and approvers.

To access the eACM, login to WP Connect -> Employee tab -> HR & Payroll Forms -> electronic Additional Compensation Memo (eACM). For your convenience the user guide is located within the WPconnect form.

Please contact payroll at payroll@wpunj.edu if you have any questions.