



**DATE:** July 1, 2019

**TO:** Hiring Managers, Business Center Managers, Finance & Accounting Managers, Fiscal Policy Coordinators, Central Payroll and Office of Human Resources

**FROM:** Fiscal Policy Committee

**SUBJECT:** This memorandum provides information regarding the process for payment of relocation allowance

To attract top candidates during the recruitment process, a hiring manager may offer a relocation allowance to classified or unclassified positions only. The decision to offer a relocation allowance is at the discretion of the hiring unit based on recruitment needs, availability of funds and any guidelines set forth in fiscal policy [03-120-404 Relocation Allowance](#).

**The hiring unit** is responsible for obtaining all required approvals prior to processing an offer of employment through the Office of Human Resources. When the offer includes a relocation allowance, this includes Budget Authority approval for any allowance offered, approval from the Provost or Vice President for Finance and Administration for any relocation allowance that exceeds \$20,000 and/or approval from the Office for Sponsored Research and Award Administration for any relocation allowance that is to be paid using grant or contract funds. The hiring unit is also responsible for notifying Business Center Payroll when relocation allowance is to be paid using an index different than the one setup for an employee's regular pay.

**The Human Resources Consultant** receives the new employee information from the hiring manager and prepares the offer letter, which is then signed by the appropriate Budget Authority. When a relocation allowance is included, a copy of the signed offer letter will be forwarded to the Business Center Payroll Group via DocuSign, serving as the official authorization of the allowance.

Once the new employee has officially started at OSU and been set up in the Payroll system, **Business Center Payroll** will enter the relocation allowance information into the Time Entry system to initiate payment. **Central Payroll** will then process the payment with the employee's next regular payday payment. If documentation is received after the open-entry period has closed, a Pay Request Spreadsheet may be submitted, and a manual check will be processed.