

**SPECIAL PAYMENTS PAYROLL AUTHORIZATION**  
**SUPPLEMENTAL INFORMATION**

CPB - 312  
 10/92  
 (Front)

**PART I - EMPLOYMENT DATA**

		Contract Begins Month/Day/Year / /	Contract Control Number (CPB Assigned)		Agency Control Number
Appropriation Code	Loc	Contract Ends Month/Day/Year / /	Unit Agency		Agency Name and Contact Telephone Number
Soc. Sec. No.		First Name	M.I.	Last Name	Suffix

**PART II - AGENCY JUSTIFICATION AND CERTIFICATION**

- A. Description of service and purpose:
- B. Justification for requesting services from outside sources:
- C. Agency certifications:

**(1) Personnel**

I certify to the Secretary of Personnel that a bona fide employer-employee relationship will exist between the state and the individual employed in the subject contractual employment position and appropriate withholding taxes should be deducted from the gross earnings of this individual. It has been further determined that the services for which this contractual employee will be employed cannot be rendered by assignment of a classified or unclassified employee and that the rate of remuneration for the contractual employee is comparable to the rate paid for positions in the classified or unclassified service involving comparable duties, responsibilities, experience and authority.

\_\_\_\_\_ Name - Agency Head                      \_\_\_\_\_ Signature - Agency Head                      \_\_\_\_\_ Date

**(2) Budget**

I certify that sufficient funds are available and have been \_\_\_\_\_  
 have not been \_\_\_\_\_ specifically provided in the budget for contractual labor to  
 support this expenditure. Funds to be used are presently budgeted under:

Eight digit budget code: \_\_\_\_\_ Object and Subobject: \_\_\_\_\_

\_\_\_\_\_ Name - Fiscal Officer                      \_\_\_\_\_ Signature - Fiscal Officer                      \_\_\_\_\_ Date

CPB Form 312 - Required for contracts not exempt from control agency review. Submit original and one copy with a single copy of the CPB Form 311 and contract to the Central Payroll Bureau, P. O. Box 2396, Annapolis, Maryland 21404

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**PART III - CONTROL AGENCY ACTIONS****A. Department of Budget and Fiscal Planning - Approval of funds source**

The use of funds from the source specified above is approved \_\_\_\_\_ disapproved \_\_\_\_\_  
Reason for disapproval:

\_\_\_\_\_ for the Secretary of Budget and Fiscal Planning

\_\_\_\_\_ Date

**B. Department of Personnel - Approval of contractual employment**

It has been determined that a bona fide employer-employee relationship will exist between the state and the individual employed in the subject contractual employment position and appropriate withholding taxes should be deducted from the gross earnings of this individual. It has been further determined that the services for which this contractual employee will be employed cannot be rendered by assignment of a classified or unclassified service involving comparable duties, responsibilities, experience and authority.

(1) Request for contractual employment approved as submitted \_\_\_\_\_

(2) Request for contractual employment approved with the following changes:

Authorized total of contract \$ \_\_\_\_\_

Authorized rate of remuneration \$ \_\_\_\_\_ per \_\_\_\_\_

Authorized effective term of contractual employment: Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Certified by \_\_\_\_\_ \*  
for the Secretary of Personnel \_\_\_\_\_ Date

(3) Request for Contractual Employment disapproved \_\_\_\_\_  
Reason for disapproval:

Disapproved by \_\_\_\_\_ \*  
for the Secretary of Personnel \_\_\_\_\_ Date

**C. Department of Personnel - Finding Under Article 64A, Section 15A**

\_\_\_\_\_ Not applicable.

\_\_\_\_\_ Review of the above contract indicates that these services should be rendered through use of a regularly budgeted position. Therefore, approval of this contract is limited to the term authorized in Section B above. Further certification to continue these services on a contractual basis will be declined. During the intervening period you should either:

- a. Request a regular position through the budgetary process;
- b. Reassign the work to an existing budgeted position; or
- c. Discontinue the services in an orderly manner.

\_\_\_\_\_ for the Secretary of Personnel

\* After review please return this document to the Central Payroll Bureau for disposition.

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