

# Supplemental Pay Procedures

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These definitions and procedures will assist units in selecting the appropriate type of pay transaction and position number for activities outside of the contracted duties specified in offer letters. These payments are in addition to base pay, varying in length depending on the activity, and require the employee to have a salaried or wage position. Limitations on the amount of supplemental pay are defined by the employee category and the session of the academic year. The sessions of the academic calendar are defined as regular session (August 25 – May 24) and summer session (May 25 – August 24).

Faculty on academic year contracts are eligible for supplemental pay in the summer session up to a maximum of 33.33% of the academic year salary. Payments during the regular session that exceed 15% of the academic year salary will need additional justification included with the request. Ongoing requests above 15% will necessitate a contract revision.

All funds from sponsored grants/awards must have pre-approval from the Office of Sponsored Programs. In order to process supplemental pay you must satisfy all bullets associated with the type of pay. All exceptions must be approved by the Provost or Senior Vice President.

## **Instructional Faculty (9 and 12 month)**

### ***Faculty Overload*** Position prefix FV; Employee Class AD

- Only used for current instructional faculty that carry a 1.0 FTE
- Compensation for additional instructional credit bearing duties outside the employment contract such as teaching an additional class
- Duration is for the period of one semester and paid according to the unit's adjunct pay matrix
- Job title must include the course number and section
- No benefits paid to assignment
- FTE is assigned based on the credit hours using the following formulas: (regular session) -  $.0833 \times$  credit hours (Example:  $.0833 \times 3 = .25$  FTE rounded) and (summer session) -  $.0417 \times$  credit hours (Example:  $.0417 \times 3 = .125$  FTE rounded)
- Neither administrative/professional nor research faculty are eligible for faculty overload pay

#### **Approval process:**

- Prior to start of classes the confirmation letter of overload signed by home unit supervisor and provost office. Template is located on the Provost website
- Confirmation letter for overload has to be approved prior to the EPAF or upload process
- Processed electronically via the Electronic Personnel Action Form (EPAF) or upload
- EPAF is routed through the Provost Office for approval

### ***Stipends*** Position prefix FO with ending Employee Class CS or DS

- Employee class is the same as full time position employee class
- No FTE is assigned
- On-going payments for administrative duties of a temporary nature
- All stipends are included in retirement benefits calculation
- Duration is stipulated in an offer letter and generally should be no more than four years

#### **Approval process:**

- Pre-approved by the Provost Office
- Salary Review Committee approval is also required if the amount is \$10,000 or above OR greater than 10%

### ***Faculty Miscellaneous Pay*** Position prefix PC; Employee class MP

- Payments for non-instructional services that are outside an existing contract
- Amounts less than \$10,000 may be processed via EPAF
- Temporary in nature, no more than one semester at a time and not benefitted

#### **Approval process:**

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- Processed electronically via EPAF
- EPAF is routed through the Provost Office for approval
- Amounts greater than \$10,000 are submitted using the EPAF Hard copy, routed through the Provost Office AND require Salary Review Committee approval. If paid from a sponsored fund (20XXXX or 22XXXX), the EPAF is routed through the Office of Sponsored Programs for approval prior to routing to the Provost Office

## **Faculty Bonus**

- Payment for project completion, project milestones or retention
- Amounts are limited to 10% of the annual salary
- A formal agreement must be completed. Samples are available from Human Resources & Payroll
- No benefits paid on this payment

### **Approval process:**

- Prior approval from the Dean/Director, Provost Office and Human Resources & Payroll
- Completion of the Faculty Transaction Form and formal agreement is required to process single payments or in select cases multiple single payments as milestones are achieved

## **Summer Research (applies to 9-month instructional Faculty only) Position prefix SR; Employee Class AD**

- Compensation for research duties of a temporary nature and not benefitted
- No FTE is assigned
- Work is performed between May 25<sup>th</sup> and August 24<sup>th</sup>
- Total compensation may be no more than 33.33% of 9 month base salary

### **Approval process:**

- Processed electronically via EPAF
- Generally not paid from a non-sponsored funding source unless a statement of work describing tasks to be performed and time required has been approved by the Dean/Director prior to EPAF submission

## **Summer Teaching (applies to 9-month instructional Faculty only) Position prefix SF; Employee Class AD**

- FTE is assigned using this formula:  $.0417 \times \text{credit hours}$  (Example:  $.0417 \times 3 = .125$  FTE rounded)
- Work is performed between June 10<sup>th</sup> and August 24<sup>th</sup>
- Total compensation may be no more than 33.33% of 9 month base salary and is not benefitted
- Job title must include the course number and section

### **Approval process:**

- Processed electronically via EPAF
- EPAF is routed through the Summer Term Office or appropriate contract course office for approval

## **Administrative/Professional and Research Faculty**

### **Instructor of Record Position prefix PO; Employee Class AD**

- Compensation for teaching services for one semester and pay is according to the Adjunct Faculty Pay Matrix
- Duration is for the period of one semester
- FTE is assigned based on the credit hours using this formula:  $.0833 \times \text{credit hours}$  (Example:  $.0833 \times 3 = .25$  FTE rounded)
- Job title must include the course number and section
- No benefits paid to assignment
- Administrative/professional or research faculty who hold tenure within the university will not be compensated to teach courses

### **Approval process:**

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- Confirmation letter of assignment signed by home unit supervisor and Provost Office. Template is located on the Provost website
- Processed electronically via EPAF
- EPAF is routed through the Provost Office for approval

## ***Stipends*** *Position prefix FO with ending CS or DS*

- Employee class is the same as full time position employee class
- No FTE is assigned
- On-going payments for administrative duties of a temporary nature
- All stipends are included in retirement benefits calculation
- Duration is stipulated in an offer letter and generally should be no more than four years

### **Approval process:**

- Pre-approved by the Provost Office for academic units and the Senior Vice President for non-academic units
- Salary Review Committee approval is also required if the amount is \$10,000 or above OR greater than 10%

## ***Faculty Miscellaneous Pay*** *Position prefix WM; Employee class MP*

- Payments for non-instructional services that are outside an existing contract
- Amounts less than \$10,000 may be processed via EPAF
- Temporary in nature, no more than one semester at a time and not benefited

### **Approval process:**

- Processed electronically via EPAF
- EPAF is routed through the Provost Office or Senior Vice President's Office for approval
- Amounts greater than \$10,000 are submitted using the EPAF Hard copy, routed through the Provost Office AND require Salary Review Committee approval. If paid from a sponsored fund (20XXXX or 22XXXX) the EPAF is routed through the Office of Sponsored Programs for approval prior to routing to the Provost Office

## ***Administrative/Professional and Research Faculty Bonus***

- Payment for project completion or milestones and retention
- Amounts are limited to 10% of the annual salary
- A formal agreement must be completed. Samples are available from Human Resources & Payroll

### **Approval process:**

- Prior approval from the Dean/Director, Provost Office and Human Resources & Payroll
- Completion of the Faculty Transaction Form and formal agreement is required to process single payments or in select cases multiple single payments as milestones are achieved

## ***Summer Research (applies to 9-month Research Faculty only)*** *Position prefix SR; Employee Class AD*

- Compensation for research duties of a temporary nature and not benefitted
- No FTE is assigned
- Work is performed between May 25<sup>th</sup> and August 24<sup>th</sup>
- Compensation may be no more than 33.33% of 9 month base salary
- Does not apply to 12-month research or administrative/professional faculty

### **Approval process:**

- Processed electronically via EPAF
- Generally not paid from a non-sponsored funding source unless a statement of work describing tasks to be performed and time required has been approved by the Dean/Director prior to EPAF submission

## ***Summer Teaching*** *Position prefix SP; Employee Class AD*

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- FTE is assigned using this formula:  $.0417 \times \text{credit hours}$  (Example:  $.0417 \times 3 = .125$  FTE rounded)
- Work is performed between June 10<sup>th</sup> and August 24<sup>th</sup>
- Job title must include the course number and section
- Compensation is based on the adjunct matrix
- If 9-month Research Faculty, payment is included in the maximum 33.33% of 9 month base salary summer limitation
- No benefits paid

**Approval process:**

- Confirmation letter of assignment signed by home unit supervisor and Provost Office. Template is located on the Provost website
- Processed electronically via EPAF
- EPAF is routed through the Summer Term Office for approval

## **Classified**

***Instructor of Record*** Position prefix *PO*; Employee Class *AD* for exempt positions only

- Compensation for teaching services for one semester and pay is according to the Adjunct Faculty Pay Matrix
- May teach one course per semester
- FTE is assigned based on the credit hours using this formula:  $.0833 \times \text{credit hours}$  (Example:  $.0833 \times 3 = .25$  FTE rounded)
- Job title must include the course number and section
- Non-exempt positions must contact HR prior to assignment of teaching responsibilities

***Miscellaneous Pay*** Position prefix *WM*; Employee Class *MP* for exempt positions only

- No FTE is assigned
- Miscellaneous pay may include compensation for duties outside the scope of the EWP such as on-call pay or other unrelated duties
- If assigned as Instructor of Record, use Adjunct Faculty Description Below

**Approval process:**

- With the exception of on-call pay and adjunct teaching assignments, all other pay actions require a Classified Transaction Form with a description of the additional work performed
- Classified Transaction Form must have Dean/Director and Executive Council signatures

## ***Classified Bonus***

- Payment for project completion or project milestones or retention
- Amounts are limited to 10% of the annual salary
- A formal agreement must be completed. Samples are available from Human Resources & Payroll

**Approval process:**

- Completion of the Classified Transaction Form is required to process single payments or in select cases multiple single payments as milestones are achieved
- Approval from the Dean/Director and Executive Council member and Human Resources & Payroll

## **Adjunct Faculty**

***Instructor of Record*** Position prefix *PO* (regular session), *SP* (summer session); Employee Class *AD*

- Compensation for teaching services for one semester and pay is according to the Adjunct Faculty Pay Matrix
- FTE is assigned using this formula:  $.0833 \times \text{credit hours}$  (Example:  $.0833 \times 3 = .25$  FTE rounded)
- No more than 3 classes per semester or 10 credit hours, exceptions require Provost prior approval

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- If the instructor is a graduate student teaching as instructor of record use GL prefix and GA employee class
- Duration is for the period of one semester
- Exempt Classified Staff, Administrative and Research Faculty teaching as instructor of record are also paid using PO prefix
- Compensation for other services is paid as a wage position

**Approval process:**

- Processed electronically via EPAF

## **Postdoctoral Research Fellows**

***Instructor of Record*** Position prefix *PO* (regular session), *SP* (summer session); Employee Class *AD*

- Postdoctoral Research Fellows teaching as instructor of record are paid using PO prefix
- Duration is for the period of one semester
- FTE is assigned based on the credit hours using this formula:  $.0833 \times \text{credit hours}$  (Example:  $.0833 \times 3 = .25$  FTE rounded)
- Confirmation letter of assignment signed by home unit supervisor and provost office. Template is located on the Provost website
- Job title must include the course number and section
- No benefits paid to assignment

**Approval process:**

- Processed electronically via EPAF
- EPAF is routed through the Provost Office for approval

***Miscellaneous Pay*** Position prefix *WM*; Employee class *MP*

- Payments for non-instructional services that are outside an existing contract
- Amounts less than \$10,000 may be processed via EPAF
- Temporary in nature, no more than one semester at a time and not benefited

**Approval process:**

- Processed electronically via EPAF
- EPAF is routed through the Provost Office for approval
- Amounts greater than \$10,000 are submitted using the EPAF Hard copy, routed through the Provost Office AND require Salary Review Committee approval. If paid from a sponsored fund (20XXXX or 22XXXX) the EPAF is routed through the Office of Sponsored Programs for approval prior to routing to the Provost Office

## **Wage Employees**

- No lump sum payments are allowed for student or non-student wage employees
- All work is paid on an hourly basis via electronic timesheet

**Approval process:**

- Processed electronically via EPAF
- EPAF is routed through the departmental approval

## **Graduate Teaching Assistants/Graduate Research Assistants (GTA/GRA)**

- No lump sum payments are allowed for GTA/GRAs
- All additional work, beyond the requirements of the graduate assistantship, is paid on an hourly basis via electronic timesheet
- Supervisor of the assistantship must approve any additional assignments and is responsible to ensure that restrictions on number of hours worked are met
- Prior approval required