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# 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 contracts. 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).

Due to Commonwealth of Virginia regulations, 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 and the amount of salary paid per pay period during the summer cannot exceed the academic year per pay period rate. 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.

Salary increases for benefited faculty and classified staff must follow the [Quarterly Out-of-Cycle Review Procedures](#).

## **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
- May teach one course per semester and be paid according to the unit's adjunct pay matrix. The amount paid will not be below the minimums set by the university's [Adjunct Faculty 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:  $0.0833 \times \text{credit hours}$  (Example:  $0.0833 \times 3 = 0.25$  FTE rounded)
  - Summer session:  $0.0417 \times \text{credit hours}$  (Example:  $0.0417 \times 3 = 0.125$  FTE rounded)
- Administrative/Professional Faculty and Research Faculty are not eligible for overload pay
- Summer teaching for 9-month Instructional Faculty defined in separate section below
- If the employee is less than 1.0 FTE, their FTE will have to be increased to the appropriate level for the semester

### **Approval process:**

- Two weeks prior to the start of classes and the Electronic Personnel Action Form (EPAF) submittal or academic unit upload, the overload letter must be signed by home unit supervisor and Provost's Office. Template is located on the Provost's website
- Processed electronically via the Electronic Personnel Action Form (EPAF)
- EPAF is automatically routed through the Provost's Office for approval

### ***Stipends*** Position prefix FO ending with 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 and will be subject to the faculty fringe rate

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- Duration is stipulated in the contract or additional assignment memo and generally should be no more than four years
- The stipend ends when the role/duties end

## **Approval process:**

- Additional assignment should be on the contract or additional assignment memo. Provost's Office can verify the correct documentation to use.
- Pre-approved by the Provost's 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
- Used for course development, guest lecturers, non-credit bearing courses, non-credit bearing workshops and site supervisors
- Compensation for other services is paid as an hourly wage position
- 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's Office for approval

## **Faculty Bonus**

- Payment for project completion, project milestones or retention
- Amounts are limited to 10% of the annual salary
- A formal agreement documenting the project milestones, retention requirements and sign-on bonuses must be completed by the HR/Payroll Office
- No benefits paid on this payment

## **Approval process:**

- Not all research grants allow bonuses or other supplemental payments. Please check with the Office of Sponsored Programs
- Retention bonuses always come with 12mo, 18mo or 24mo retention agreements
- Project completion bonuses must be prepared prior to the start of work. The time frame is usually one year, sometimes longer. The bonus payments can be a single payment or 2 payments, depending on the length of the project.
- All bonus agreement paperwork is discussed and prepared in HR/Payroll, it is not done in the schools/units
- Approvals from the Dean/Vice President, Provost or Senior Vice President and the Vice President, HR/Payroll and Faculty/Staff Life are required prior to commencement of the project and discussion with the employee

## **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 benefited
- No FTE is assigned
- Work is performed between May 25<sup>th</sup> and August 24<sup>th</sup>
- Total summer compensation may be no more than 33.33% of 9 month base salary and the amount of salary paid per pay period during the summer cannot exceed the academic year per pay period rate
- Payment must be spread across the duration of the service. Last pay period ends on August 24<sup>th</sup>

## **Approval process:**

- Processed electronically via EPAF
- Generally paid from a 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

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

- FTE is assigned using this formula:
  - $0.0417 \times \text{credit hours}$  (Example:  $0.0417 \times 3 = 0.125$  FTE rounded)
- Work is performed between May 25<sup>th</sup> and August 24<sup>th</sup>
- Total summer compensation may be no more than 33.33% of 9 month base salary and is not benefited
- Job title must include the course number and section

### **Approval process:**

- Processed electronically via EPAF

## **Administrative/Professional Faculty**

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

- Compensation for teaching services for one semester and pay is according to the unit's adjunct faculty pay matrix
- May teach one course per semester.
- FTE is assigned based on the credit hours using the following formulas:
  - Regular session:  $0.0833 \times \text{credit hours}$  (Example:  $0.0833 \times 3 = 0.25$  FTE rounded)
  - Summer session:  $0.0417 \times \text{credit hours}$  (Example:  $0.0417 \times 3 = 0.125$  FTE rounded)
- Job title must include the course number and section
- No benefits paid to assignment
- Administrative/Professional faculty who hold tenure within the university will not be compensated to teach courses Summer session work is performed between May 25<sup>th</sup> and August 24<sup>th</sup>
- If the employee is less than 1.0 FTE, their FTE will have to be increased to the appropriate level for the semester

### **Approval process:**

- Two weeks prior to the start of classes and the Electronic Personnel Action Form (EPAF) submittal or academic unit upload, the overload letter must be signed by home unit supervisor and Provost's Office. Template is located on the Provost's website
- Processed electronically via EPAF

### **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 a contract and generally should be no more than four years
- The stipend ends when the role/duties end

### **Approval process:**

- Additional assignment should be on the contract or additional assignment memo. Provost's Office can verify the correct documentation to use.
- Pre-approved by the Provost's 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%

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

- Payments for non-instructional services that are outside an existing contract
- Used for course development, guest lecturers, non-credit bearing courses, non-credit bearing workshops and site supervisors
- Compensation for other services is paid as an hourly wage position
- Temporary in nature, no more than one semester at a time and not benefited

### **Approval process:**

- Processed electronically via EPAF
- EPAF is automatically routed through the Provost's Office or Senior Vice President's Office for approval

## **Administrative/Professional Faculty Bonus**

- Payment for project completion, project milestones or retention
- Amounts are limited to 10% of the annual salary
- A formal agreement documenting the project milestones, retention requirements and sign-on bonuses must be completed by the HR/Payroll Office
- No benefits paid on this payment

### **Approval process:**

- Not all research grants allow bonuses or other supplemental payments. Please check with the Office of Sponsored Programs
- Retention bonuses always come with 12mo, 18mo or 24mo retention agreements
- Project completion bonuses must be prepared prior to the start of work. The time frame is usually one year, sometimes longer. The bonus payments can be a single payment or 2 payments, depending on the length of the project.
- All bonus agreement paperwork is discussed and prepared in HR/Payroll, it is not done in the schools/units
- Approvals from the Dean/Vice President, Provost or Senior Vice President and the Vice President, HR/Payroll and Faculty/Staff Life are required prior to commencement of the project and discussion with the employee

## **Administrative/Professional Faculty Temporary/Interim Pay**

- Payment for short-term assignments outside of the employee's normal scope of work
- Duration of assignment is generally under 6-months
- Amounts are limited to up to 10% of the annual salary
- Temporary pay ends when temporary duties stop
- Miscellaneous payments or stipends should not be used

### **Approval process:**

- Interim and temporary pay should be discussed with and approved by the Workforce Planning Team in HR prior to final approval
- Completion of Faculty Transaction Form

## **Research Faculty (9 and 12 Month)**

**Instructor of Record (outside of contract)** *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

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- May teach one course per semester.
- FTE is assigned based on the credit hours using the following formulas:
  - Regular session:  $0.0833 \times \text{credit hours}$  (Example:  $0.0833 \times 3 = 0.25$  FTE rounded)
  - Summer session:  $0.0417 \times \text{credit hours}$  (Example:  $0.0417 \times 3 = 0.125$  FTE rounded)
- Job title must include the course number and section
- No benefits paid to assignment
- Research faculty who hold tenure within the university will not be compensated to teach courses
- Summer session work is performed between May 25<sup>th</sup> and August 24<sup>th</sup>
- If 9-month Research Faculty, payment is included in the maximum 33.33% of 9 month base salary summer limitation
- If the employee is less than 1.0 FTE, their FTE will have to be increased to the appropriate level for the semester

## **Approval process:**

- Two weeks prior to the start of classes and the Electronic Personnel Action Form (EPAF) submittal, the overload letter must be signed by home unit supervisor and Provost's Office. Template is located on the Provost's website
- Processed electronically via EPAF
- EPAF is routed through the Provost's 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 a contract and generally should be no more than four years
- The stipend ends when the role/duties end

## **Approval process:**

- Additional assignment should be on the contract or additional assignment memo. Provost's Office can verify the correct documentation to use.
- Pre-approved by the Provost's 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 WM; Employee class MP*

- Payments for non-instructional services that are outside an existing contract
- Used for course development, guest lecturers, non-credit bearing courses, non-credit bearing workshops and site supervisors
- Compensation for other services is paid as an hourly wage position
- Temporary in nature, no more than one semester at a time and not benefited

## **Approval process:**

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

## **Faculty Bonus**

- Payment for project completion, project milestones or retention
- Amounts are limited to 10% of the annual salary
- A formal agreement documenting the project milestones, retention requirements and sign-on bonuses must be completed by the HR/Payroll Office
- No benefits paid on this payment

## **Approval process:**

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- Not all research grants allow bonuses or other supplemental payments. Please check with the Office of Sponsored Programs
- Retention bonuses always come with 12mo, 18mo or 24mo retention agreements
- Project completion bonuses must be prepared prior to the start of work. The time frame is usually one year, sometimes longer. The bonus payments can be a single payment or 2 payments, depending on the length of the project.
- All bonus agreement paperwork is discussed and prepared in HR/Payroll, it is not done in the schools/units
- Approvals from the Dean/Vice President, Provost or Senior Vice President and the Vice President, HR/Payroll and Faculty/Staff Life are required prior to commencement of the project and discussion with the employee

### **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 benefited
- No FTE is assigned
- Work is performed between May 25<sup>th</sup> and August 24<sup>th</sup>
- Total summer compensation may be no more than 33.33% of 9 month base salary and the amount of salary paid per pay period during the summer cannot exceed the academic year per pay period rate.
- Payment must be spread across the duration of the service.
- Does not apply to 12-month Research 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

## **Postdoctoral Research Fellows**

### **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 unit's adjunct faculty pay matrix
- May teach one course per semester
- FTE is assigned based on the credit hours using the following formulas:
  - Regular session:  $0.0833 \times \text{credit hours}$  (Example:  $0.0833 \times 3 = 0.25$  FTE rounded)
  - Summer session:  $0.0417 \times \text{credit hours}$  (Example:  $0.0417 \times 3 = 0.125$  FTE rounded)
- Job title must include the course number and section
- No benefits paid to assignment
- Summer session work is performed between May 25<sup>th</sup> and August 24<sup>th</sup>
- If 9-month Fellow, payment is included in the maximum 33.33% of 9 month base salary summer limitation
- If the employee is less than 1.0 FTE, their FTE will have to be increased to the appropriate level for the semester

#### **Approval process:**

- Two weeks prior to the start of classes and the Electronic Personnel Action Form (EPAF) submittal or academic unit upload, the overload letter must be signed by home unit supervisor and Provost's Office. Template is located on the Provost's website
- Processed electronically via the Electronic Personnel Action Form (EPAF)
- EPAF is routed through the Provost's Office for approval

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

- Payments for non-instructional services that are outside an existing contract
- Used for course development, guest lecturers, non-credit bearing courses, non-credit bearing workshops and site supervisors
- Compensation for other services is paid as an hourly wage position
- 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's Office for approval

## **Bonuses**

- Payment for project completion, project milestones or retention
- Amounts are limited to 10% of the annual salary
- A formal agreement documenting the project milestones, retention requirements and sign-on bonuses must be completed by the HR/Payroll Office
- No benefits paid on this payment

### **Approval process:**

- Not all research grants allow bonuses or other supplemental payments. Please check with the Office of Sponsored Programs
- Retention bonuses always come with 12mo, 18mo or 24mo retention agreements
- Project completion bonuses must be prepared prior to the start of work. The time frame is usually one year, sometimes longer. The bonus payments can be a single payment or 2 payments, depending on the length of the project.
- All bonus agreement paperwork is discussed and prepared in HR/Payroll, it is not done in the schools/units
- Approvals from the Dean/Vice President, Provost or Senior Vice President and the Vice President, HR/Payroll and Faculty/Staff Life are required prior to commencement of the project and discussion with the employee

## **Classified Employees**

### **Adjunct Assignments & WG Positions**

#### **Instructor of Record**

#### **Exempt positions** - *Position prefix PO (regular session), SP (summer session); Employee Class AD*

- Compensation for teaching services for one semester and pay is according to the unit's adjunct faculty pay matrix
- May teach one course per semester
- FTE is assigned based on the credit hours using the following formulas:
  - Regular session:  $0.0833 \times \text{credit hours}$  (Example:  $0.0833 \times 3 = 0.25$  FTE rounded)
  - Summer session:  $0.0417 \times \text{credit hours}$  (Example:  $0.0417 \times 3 = 0.125$  FTE rounded)
- Job title must include the course number and section.

### **Approval process:**

- Two weeks prior to the start of classes and the Electronic Personnel Action Form (EPAF) submittal or academic unit upload, the overload letter must be signed by home unit supervisor and Provost's Office. Template is located on the Provost website
- Processed electronically via EPAF

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## ***Non-Exempt positions (Considered part of primary assignment)***

- If teaching a class, or working a second position which would normally be a Wage assignment, the following process must be followed:
  - All hours worked must be recorded on the employees time sheet and paid (under their primary position)
  - In the comments section of the time sheet, the employee must note how many hours were spent teaching
  - Funds will be transferred between the teaching and home departments
  - Please note that the employee's hourly overtime rate is used when working over 40 hours. The adjunct scale is not used. The classified fringe rate applies, not the adjunct fringe rate.
  - For an estimate on total costs, please contact Workforce Planning in HR/Payroll
- May teach one course per semester
- If teaching during regular business hours, the employee must make up the hours and have approval from their primary job supervisor
- If the employee is less than 1.0 FTE, their FTE will have to be increased to the appropriate level for the semester

### **Approval process:**

- Two weeks prior to the start of classes, pre-approval is required by the Provost's Office and the overload letter must be signed by home unit supervisor and Provost's Office
- If working a position which would normally be wage, the home unit must approve the assignment prior to any hours being worked
- If either position is paid on a grant, OSP must approve the assignment prior to any hours being worked
- No EPAFs are submitted
- Prior to the start of classes, the home and teaching departments must agree on how to transfer funding

## ***Miscellaneous Pay Position prefix WM; 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
- May be used for course development, guest lecturers, non-credit bearing courses, and non-credit bearing workshops
- Compensation for other services is paid as a wage position
- Non-exempt classified employees cannot receive miscellaneous payments

### **Approval process:**

- Processed electronically via EPAF
- EPAF is automatically routed through the Provost's Office or Senior Vice President's Office for approval

## ***Classified Bonus***

- Payment for project completion, project milestones or retention
- Amounts are limited to 10% of the annual salary
- A formal agreement documenting the project milestones, retention requirements and sign-on bonuses must be completed by the HR/Payroll Office
- No benefits paid on this payment

### **Approval process:**



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- Not all research grants allow bonuses or other supplemental payments. Please check with the Office of Sponsored Programs
- Retention bonuses always come with 12mo, 18mo or 24mo retention agreements
- Project completion bonuses must be prepared prior to the start of work. The time frame is usually one year, sometimes longer. The bonus payments can be a single payment or 2 payments, depending on the length of the project.
- All bonus agreement paperwork is discussed and prepared in HR/Payroll, it is not done in the schools/units
- Approvals from the Dean/Vice President, Provost or Senior Vice President and the Vice President, HR/Payroll and Faculty/Staff Life are required prior to commencement of the project and discussion with the employee

## ***Classified Temporary/Interim Pay***

- Payment for short-term assignments outside of the employee's normal scope of work
- Duration of assignment is generally under 6-months
- Amounts are limited to up to 10% of the annual salary
- Temporary pay ends when duties stop
- Miscellaneous payments or stipends should not be used

### **Approval process:**

- Interim and temporary pay should be discussed with and approved by the Workforce Planning Team in HR prior to final approval
- Completion of Classified Transaction Form

## **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 unit's adjunct pay matrix. The amount paid will not be below the minimums set by the university's [Adjunct Faculty Pay Matrix](#).
- FTE is assigned based on the credit hours using the following formulas:
  - Regular session:  $0.0833 \times \text{credit hours}$  (Example:  $0.0833 \times 3 = 0.25$  FTE rounded)
  - Summer session:  $0.0417 \times \text{credit hours}$  (Example:  $0.0417 \times 3 = 0.125$  FTE rounded)
- No more than 3 classes or 9 credit hours per semester
- If the instructor is a graduate student teaching as instructor of record, see Graduate Assistant section below
- Duration is for the period of one semester
- Compensation for other services is paid as a wage position
- Adjunct Faculty cannot receive lump sum or miscellaneous payments
- Other employee types – see under primary employee type for details
- Hours worked are limited to 29-hours per week, or 1450 per year (see [Affordable Care Act guidelines](#) on HR Website)

### **Approval process:**

- Processed electronically via EPAF or upload process
- For guidance on submitting EPAFs, please refer to [EPAF Requirements & FAQs](#)

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

- **Miscellaneous payments cannot be considered if there is no active primary job record**
- Used for course development, guest lecturers, non-credit bearing courses, non-credit bearing workshops and site supervisors

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- If no hours are associated with the work, it must be added on to the current adjunct assignment
- Total hours and actual pay periods worked included with the payment on EPAF (no zero hours or 1 pay period assignments, unless work was done in 1 pay period). If zero additional hours, it must be added to the original adjunct assignment at the time the adjunct assignment is set up.
- Temporary in nature, shouldn't have more than one per semester

**Approval process:**

- Processed electronically via EPAF
- Compensation for other services is paid as an hourly wage position

## **Wage Employees (SW/WG)**

- No lump sum supplemental payments are allowed for student or non-student wage employees
- All work is paid on an hourly basis via electronic timesheet
- Hours worked are limited to 29-hours per week, or 1450 per year (see Affordable Care Act guidelines on HR Website)

**Approval process:**

- Processed electronically via EPAF
- EPAF is routed through the departmental approval
- For guidance on submitting EPAFs, please refer to [EPAF Requirements & FAQs](#)

## **Graduate Assistants (GTA/GRA/GPA/GL) and Resident Advisors (RA)**

- Positions are designed to be for the student's academic benefit. The positions are not to be used for administrative support
- No lump sum supplemental payments are allowed
- All additional work, beyond the requirements of the assignment, is paid on an hourly wage basis
- Supervisors must approve any additional assignments and is responsible to ensure that restrictions on number of hours worked are met based on the Graduate Student Support and the Affordable Care Act Guidelines
- Prior approval required
- Refer to the [Graduate Student Support Guidelines](#) for guidance
- Hours worked are limited to 29-hours per week, or 1450 per year (refer to the [Affordable Care Act guidelines](#) on HR Website for guidance)
- For guidance on submitting EPAFs, please refer to [EPAF Requirements & FAQs](#)