Supplemental Pay Procedures

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 and the amount of salary paid per pay period during the summer cannot exceed the academic year per pay period rate per federal and state regulations. 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
- May teach one course per semester and be 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 X credit hours (Example: .0833 X 3 = .25 FTE rounded) and (summer session) - .0417 X credit hours (Example: .0417 X 3 = .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

**Approval process:**
- 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 the Electronic Personnel Action Form (EPAF)
- EPAF is automatically routed through the Provost’s Office for approval
- Uploads are not allowed for this type of payment

**Stipends Position prefix F0 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
- Duration is stipulated in an offer letter 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
Supplemental Pay Procedures

- 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
- Payment must be spread across the duration of the service

**Approval process:**
- Processed electronically via EPAF
- EPAF is routed through the Provost’s Office for approval
- Amounts greater than $10,000, with the exception of contractual summer administrative agreements for 9-month faculty, are submitted using the Salary Increase Proposal and EPAF Hard copy, routed through the Provost’s 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’s Office

**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 or retention requirements must be completed. Samples are available from Human Resources & Payroll
- 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
- Approvals from the Dean/Director, Provost, and the Vice President, HR/Payroll and Faculty/Staff Life are required prior to commencement of the project and discussion with the employee
- 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 25th and August 24th
- 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 date is August 24th

**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

**Summer Teaching (applies to 9-month instructional Faculty only)** Position prefix SF; Employee Class AD
- FTE is assigned using this formula: .0417 X credit hours (Example: .0417 X 3 = .125 FTE rounded)
- Work is performed between May 25th and August 24th
- Total summer 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:**
Supplemental Pay Procedures

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

Administrative/Professional and Research 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 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) and (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 or research faculty who hold tenure within the university will not be compensated to teach courses
- Summer session work is performed between May 25th and August 24th
- If 9-month Research Faculty, payment is included in the maximum 33.33% of 9 month base salary summer limitation

Approval process:
- 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 (regular session) and Summer Term Office (summer session) for approval
- Uploads are not allowed for this type of payment

Stipends Position prefix F0 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
- 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%
Supplemental Pay Procedures

- Temporary in nature, no more than one semester at a time and not benefited
- Payment must be spread across the duration of the service. Last pay date is August 24th

**Approval process:**
- Processed electronically via EPAF
- EPAF is automatically routed through the Provost’s Office or Senior Vice President’s Office for approval
- Amounts greater than $10,000 are submitted using the Salary Increase Proposal and EPAF Hard copy, routed through the Provost’s 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’s Office or Senior Vice President’s 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 documenting the project milestones or retention requirements must be completed. Samples are available from Human Resources & Payroll

**Approval process:**
- Not all research grants allow bonuses or other supplemental payments. Please check with the Office of Sponsored Programs
- Approvals from the Dean/Director, Executive Council member and the Vice President, HR/Payroll and Faculty/Staff Life are required prior to commencement of the project and discussion with the employee
- 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

**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
- Does not apply to research faculty

**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 Month)**

**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 25th and August 24th
- 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 date is August 24th.
Supplemental Pay Procedures

- 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

Classified

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 Adjunct Faculty Pay Matrix
- May teach one course per semester
- FTE is assigned based on the credit hours using the following formulas: (regular session) - .0833 X credit hours (Example: .0833 X 3 = .25 FTE rounded) and (summer session) - .0417 X credit hours (Example: .0417 X 3 = .125 FTE rounded)
- Job title must include the course number and section.

Approval process:
- 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 website
- Processed electronically via EPAF
- EPAF is routed through the Provost’s Office (regular session) and Summer Term Office (summer session) for approval
- Uploads are not allowed for this type of payment

Non-Exempt positions (Considered part of primary assignment)
- If teaching a class, the following process must be followed:
  - All hours worked must be recorded on the employees time sheet (under their primary position)
  - In the comments section of the time sheet, the employee must note how many hours were spent teaching.
  - At the end of the teaching assignment, or as decided between the departments, the teaching department will transfer funding by JV to the home department.
  - 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 Sharon Thomas in HR/Payroll
- May teach one course per semester
- The Adjunct Faculty Pay Matrix is not used

Approval process:
- 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
- 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
Supplemental Pay Procedures

- 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
- Non-exempt classified employees, wages, students & adjuncts cannot receive miscellaneous payments

**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 milestones, or retention
- Amounts are limited up to 10% of the annual salary
- Project completion/milestone bonuses require the agreement prior to beginning the assignment
- A formal agreement documenting the project milestones or retention requirements 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, Executive Council member and the Associate Vice President, Chief Human Resources Officer is 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 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) and (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 use GL prefix and GA employee class
- 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
Supplemental Pay Procedures

- 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)
- For a non-credit course, the description must start with “NC” prior to the course name

Approval process:
- Processed electronically via EPAF or upload process

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 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) and (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 25th and August 24th
- If 9-month Fellow, payment is included in the maximum 33.33% of 9 month base salary summer limitation

Approval process:
- 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 the Electronic Personnel Action Form (EPAF)
- EPAF is routed through the Provost’s Office for approval
- Uploads are not allowed for this type of payment

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’s Office for approval
- Amounts greater than $10,000 are submitted using the EPAF Hard copy, routed through the Provost’s 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’s Office

Bonuses
- Amounts are limited to 10% of the annual salary
- A formal agreement documenting the project milestones or retention requirements must be completed. Samples are available from Human Resources & Payroll
- Not all research grants allow bonuses or other supplemental payments. Please check with the Office of Sponsored Programs before work is commenced.
- Payment for project completion or milestones and retention
Supplemental Pay Procedures

Approval process:
- Approval from the Dean/Director, Executive Council member and Vice President, HR/Payroll and Faculty/Staff Life is required prior to commencement of the project and discussion with the employee
- 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

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

Graduate Teaching Assistants/Graduate Research Assistants/Graduate Professional Assistants (GTA/GRA/GPA) 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 basis
- Supervisors must approve any additional assignments and is responsible to ensure that restrictions on number of hours worked are met
- 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 (see Affordable Care Act guidelines on HR Website)