Guide to Completing a Supplemental Pay Request

This form is used to compensate current exempt employees (faculty and contract staff) for services performed in addition to their regular duties. Employees who are paid hourly should not be included on this form. Instead consult with Human Resources. Completed and approved form should be returned to Human Resources.

Line by Line Instructions:

• Check One About Employee Being Paid – indicate if the employee is faculty, professional staff i.e. contract staff, or part time faculty

• Total Amount to be Paid - total additional compensation, not the amount paid per month if the total covers multiple months. This amount does not include the cost of any fringe benefits.

• Begin Payroll Date to be Paid/Ending Payroll Date to be Paid – indicate the start and end date for the period which payment should be made. This applies when services span multiple months, otherwise the start and end date will be the same month. Pay dates are on the 25th of each month.

• Describe Work Performed – details of the additional services performed

• Date(s) Service Performed – indicate the start and end dates for the services performed. Should align with the dates of payments.

• Sponsor Projects Funded – if compensation is funded by a grant indicate Yes, otherwise indicate No

• Does Sponsor Provide Retirement Contributions – pertains to sponsored project funded compensation. If the sponsor allows for a retirement contribution as a fringe benefit, and it was included in the proposal budget, please select “Yes”.

• Account Number – provide the full account number using either object code 52115 for faculty or 52215 for professional staff. No other object codes can be used.

• Colleague Project ID – required when sponsored projects account is used

• Amount – indicate dollar amount to charge corresponding to account number. The sum of all amounts listed should equal Total Amount to be Paid in upper portion of the form.

• Name, Dept, and Email/Phone – information about department and requestor of the form

• Budget Manger Approval – approval of budget manger for account number indicated on the form. Budget managers cannot approve their own requests for supplemental pay and should be forwarded to appropriate VP for approval regardless if under $5,000.

• AVP-Budget Approval – applies only when compensation is funded by sponsored project account regardless of dollar amount

• Additional Approval Over $5,000 – required when total amount to be paid is $5,000+ or employee being compensated is the budget manager of the account listed.

Return form to Human Resources