



## Supplemental Pay Form

(For short term/temporary pay arrangements)

### SECTION 1: EMPLOYEE DATA

EMPLOYEE FULL NAME:		EMPLOYEE ID#:	
PRIMARY DEPARTMENT:		SECONDARY DEPARTMENT:	
<b>POSITION INFORMATION</b>	<b>PRIMARY EMPLOYMENT</b>	<b>SUPPLEMENTAL EMPLOYMENT</b>	
TITLE	A.	B.	
EMPLOYMENT CATEGORY	A. <small>(Faculty, Professional, or Classified)</small>	B. <small>(Faculty, Professional, or Classified)</small>	
COMPENSATION	A. <small>(Monthly or Hourly Rate)</small>	B. <small>(Monthly or Hourly Rate)</small>	
WORK SCHEDULE	A. Daily	A. Daily	B. Weekly (Please Check)
	_____ a.m. _____ p.m.	_____ a.m. _____ p.m.	_____ M _____ T _____ W _____ Th _____ F _____ Sa _____ Su

### SECTION 2: ONE TIME SUPPLEMENTAL PAY

Total Amount of Pay: \$	General Ledger Account Number :
Start Date:	End Date:
Reason for Payment:	If externally funded give name of grant/contract/foundation account:

### SECTION 3: DESCRIPTION

Description of work: \_\_\_\_\_

SECTION 4: NAME OF INITIATOR: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone # \_\_\_\_\_

**SECTION 5: ACKNOWLEDGEMENT: The employee must complete this section:** The hours and rate of pay as indicated for the secondary employment are agreeable. This certifies that the hours indicated in Section 1 for the secondary employment are accurate, outside of my normal working hours in my primary employment and do not interfere with my primary employment. I hereby agree to perform the services as outlined in Section 3 above. Compensation is not remitted until the services have been completed.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**NOTE:** Pay requests that are repetitive (i.e. supplemental pay for an interim appointment) must be submitted through People Admin as a "Modify Existing Position (change position information)" action. Contact HR for assistance at 334-670-3710.

### SECTION 6: APPROVALS

NAME

DATE

SUPPLEMENTAL SUPERVISOR	_____	_____
PRIMARY SUPERVISOR	_____	_____
SUPPLEMENTAL DEAN/SR. VICE CHANCELLOR	_____	_____
CHANCELLOR	_____	_____
HUMAN RESOURCES	_____	_____

This form is to be used for all supplemental pay for employees. Supplemental pay is an exception and should not be used on a routine basis. An oversight report will be produced to ensure this process is being properly used. Supplemental pay may be provided on a temporary basis under the following conditions: 1) The work performed is separate and distinct from the duties and responsibilities of the employee's regular job; 2) The work performed is considered additional duties not directly related to the employee's primary position. A position action is required and should be submitted through People Admin for regular part time compensation arrangements.