

Supplemental Pay Form Guidelines

1. Supplemental pay is an exception and should not be used on a repetitive basis.
2. The Supplemental Pay form should be used to pay employees compensated for services they **will not** perform on a routine basis. On rare occasions, it may be used to compensate employees who are receiving payment for short term pay arrangements.
3. Pay requests that are repetitive (i.e. pay for an interim appointment) must be submitted through PeopleAdmin as a stipend and follow standard approval guidelines.
4. Supplemental pay may be provided on a one time payment 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.
5. The Supplemental Pay form should not be used to pay outside contractors. An Independent Contractor/Consultant Agreement should be completed when paying an outside contractor. Employees may not be paid as an Independent Contractor/Consultant.
6. The Supplemental Pay form should not be used for salary adjustments. An action should be submitted through PeopleAdmin when a request is made to adjust an individual's salary.
7. A completed form containing all approvals must be received in Human Resources prior to the related work being performed.

Instructions for Completing Supplemental Pay Form

1. For Section 1, please ensure all information is provided as it relates to the employee's position information, primary employment, and supplemental employment. Primary employment data should be related to the employee's primary department. Supplemental employment data should be related to the department remitting the compensation.
2. Complete Section 2, provide the requested information. The payment may be delayed if all requested information is not provided. The rate calculation used to figure the compensation due to the employee should be entered in box B under the Supplemental Employment section. For example, if the employee is being paid \$15.00 per hour for 12 hours worked, the calculation should show as $\$15.00 \times 12 \text{ hours} = 180.00$.
3. Sections 3, 4, and 5 must be completed for processing. Please ensure the employee's signature is obtained for Section 5.
4. Obtain the designated approvals as outlined in Section 6. Payment will not be processed without necessary approvals.
5. Compensation will not be remitted to the employee prior to the end date of services.