



Supplemental Pay Form

(For short term/temporary pay arrangements)

SECTION 1: EMPLOYEE DATA

EMPLOYEE FULL NAME:		SOCIAL SECURITY # / EMPLOYEE ID#:	
PRIMARY DEPARTMENT:		SECONDARY DEPARTMENT:	
POSITION INFORMATION	PRIMARY EMPLOYMENT	SUPPLEMENTAL EMPLOYMENT	
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	B. Weekly (Please Check)	B. Weekly (Please Check)
	_____ a.m. _____ p.m.	_ _ _ M _ _ T _ _ W _ _ Th _ _ F _ _ Sa _ _ Su	_____ a.m. _____ p.m.

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.

EMPLOYEE SIGNATURE

DATE

NOTE: Supplemental pay requests that are repetitive (i.e. supplemental pay for an interim appointment) must be approved on a Record of Personnel Action form and follow standard approval guidelines.

SECTION 6: APPROVALS

DATE

SUPPLEMENTAL SUPERVISOR		
PRIMARY SUPERVISOR		
SUPPLEMENTAL DEAN/SR. V.C.		
PRIMARY SR. VICE 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. A monthly 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 Personnel Action is required for regular part time compensation arrangements.