

## **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. Supplemental pay requests that are repetitive (i.e. supplemental pay for an interim appointment) must be approved on a Personnel Action form 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.
6. The Supplemental Pay form should not be used for salary adjustments. A Record of Personnel action should be completed when an individual's salary is being adjusted.
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.
2. Complete Section 2, providing the requested information. The payment may be delayed if all requested information is not provided.
3. Sections 3, 4, and 5 must be completed for processing. Please ensure the employee's signature is obtained for Section 5.
4. Please obtain the designated approvals as outlined in Section 6. Payment will not be processed without necessary approvals.