Supplemental Pay Guidelines

Supplemental pay is issued to employees for a variety of reasons, and is intended to compensate for short-term and/or one-time work assignments that:

1. fall outside of the employee’s regular job duties;
2. the work assignment is outside of the employee’s regular department; and
3. the work assignment is not expected to be completed during the employee’s regular work schedule (or if the task is during their regular work schedule, the employee takes annual leave for the portion of time being used for the task receiving extra compensation).

All requests for supplemental pay must be approved by the providing department’s supervisor, as well as the requesting department’s supervisor and division vice president prior to the employee engaging in the work and/or being given the additional assignment. Instances which are appropriate to utilize supplemental pay include (note that this is not an exhaustive list):

- Full-time faculty is appointed department chair or assigned administrative duties without course release
- Full-time faculty serves as an eCore instructor
- Full-time faculty teaches an overload course
- Full-time faculty develops a new course
- Full-time (exempt) employee serves as adjunct instructor
- Full-time employee receives a monetary award over $75
- Full-time employee receives taxable allowance (housing, vehicle, etc.)

Employees whose primary positions are classified as non-exempt under the Fair Labor Standards Act (FLSA) qualify for overtime. As such, the non-exempt employee’s hours must be tracked in the timekeeping system. Supplemental work should be recorded as hours on the employee’s timesheet to ensure overtime is calculated. If the work is compensated at a different pay rate or needs to be charged to another department budget code, a secondary position (and corresponding timesheet) will be created with the submission of a PAR form. Non-exempt employees may not be issued a payment on a salaried basis for work performed.

Supplemental pay is issued to employees through CSU’s payroll, in accordance with the regular payroll schedule, and is subject to taxes and withholding. Supplemental pay is not intended to be used for long-term and/or repetitive compensation and should only be used to recognize and compensate an employee for extra duties completed during a short time frame or on a one-time basis. Those duties should truly be standalone/separate from the employee’s primary position, and be able to be easily carved out and reallocated to another employee.

More information regarding the USG policy governing supplemental pay can be found in the Business Procedures Manual: 5.3.2 Supplemental Pay, including Temporary Assignments.

Following are instructions for completing and submitting the online “Supplemental Pay Request Form” to request issuance of the supplemental compensation.
Supplemental Pay Request Form Instructions

1. Click [here](#) to navigate to the online Supplemental Pay Request Form.

2. On the **PowerForm Signer Information** page, complete all of the required fields. Required fields are denoted with a red asterisk (*).
   a. **Requestor:** the individual who is initiating the request and is the first level of approval signatures. If submitting the form on someone’s behalf, enter their name and contact email in this section.
   b. **Employee:** the individual whom is to receive the supplemental payment.
   c. **Home Department Head:** the individual whom the employee reports to.
   d. **Requesting Department Head:** the individual whom is requesting the employee’s services.
   e. **Requesting Department Dean/Director:** the dean or director of the department that is requesting the employee’s services.
   f. **Provost or Vice President:** the Provost or Vice President for the requesting department’s division.

3. Click **Begin Signing**. You will be redirected to an access code page, and will receive an email from **CSU Webmaster via Docusign** that contains the access code need to proceed with the Docusign signing process. Open the email and click **RESUME SIGNING**.
4. Copy and paste the Signing validation code from the email into the access code box, click **VALIDATE**. If you did not receive the email, click **I NEVER RECEIVED AN ACCESS CODE** to have the email re-sent to you.
5. On the Supplemental Pay Request Form page, check the box next to the statement, “I agree to use electronic records and signatures.” Click **CONTINUE**.

6. Click **START**, then fill in all of the required fields.

   a. **Employee Information**
      
      i. **Employee Name**: enter the name of the employee
      ii. **OneUSG Employee ID Number**: enter the employee’s ID number (not their 909#)
iii. **Employee’s Home Department Name**: enter the employee’s department name for primary position.

iv. **Employee’s Home Department Phone Number**: enter the employee’s CSU phone number (or main department phone number if they do not have one).

v. **Employee’s FLSA Status**: enter the employee’s FLSA status of **exempt** (salary/monthly) or **non-exempt** (hourly/bi-weekly).

vi. **Employee’s Position Status**: select the current status of the employee in their primary position.

b. **Requesting Department Information**

   i. **Requestor’s Name**: enter the name of the individual who is initiating the request.

   ii. **Requestor’s Job Title**: enter the job title of the individual who is initiating the request.

   iii. **Requesting Department Name**: select the department name of the individual who is initiating the request.

   iv. **Requesting Department’s Phone Number**: enter the requestor’s CSU phone number (or main department phone number if they do not have one).

c. **Supplemental Assignment Information**

   i. **Start Date of Assignment**: the date on which the additional assignment is proposed to begin.

   ii. **End Date of Assignment**: the date on which the additional assignment is proposed to end.

   iii. **Supplemental Pay Type**: select the type of supplemental pay from the list.

   iv. **Supplemental Work Assignment Description**: provide a description of the proposed additional assignment.

   v. **Business Justification**: provide the business justification of the need for the proposed additional assignment.

   vi. **Time Commitment**: provide the anticipated amount of time required for the employee to complete the proposed additional assignment.

d. **Supplemental Pay Information**

   i. **Supplemental Pay Amount**: enter the total amount of compensation (gross pay) for the proposed additional assignment.

   ii. **Funding Information**: enter the budget accounts to which the supplemental pay should be charged. When entering a project number (if applicable), also provide the Foundation Account Number.

e. **Employee Acknowledgement** – section will be completed when the employee receives the Docusign email and completes the signing process.

f. **Supervisor Acknowledgement & Approval** - section will be completed when the supervisors from the home and requesting departments receive the Docusign emails and complete the signing process.

7. Click **FINISH**. You will have the option to download, print, or close the document. If you do not wish to download or print, click close.

   a. The top of the page will read: **Your document is now complete.**
8. An email will be sent to the next signer in the process, who will need to open the email and click **REVIEW DOCUMENT**.

9. On the “Please Review & Act on These Documents” page, check the box next to the statement, “I agree to use electronic records and signatures.” Click **CONTINUE**.

10. Click START. Signer will be taken to the signature field. Click **Sign** (yellow tab on the page).
11. Signer will be asked to adopt a signature (handwriting style), or draw their own signature in the box. Click ADOPT AND SIGN.

12. Click FINISH. You will have the option to download, print, or close the document. If you do not wish to download or print, click close.

13. Each signer will go through steps 7 through 12 until all requested signatures have been gathered. Once complete, download and send a fully executed copy of the form to HR for processing and payment.