

Instructions - Staff Supplemental Pay Form

***Note: Do not use this form for faculty or any academic activity.**

Use this form to process a payment above the employee's regular budgeted salary. Do not use this form to pay non exempt employees for overtime work. Individual authorizing supplemental pay are responsible for ensuring compliance with relevant system regulations listed on the bottom of this form.

Date - *Date this form is prepared.*

Employee Name - *Employee being paid.*

UIN - *If you don't know the UIN, Call Human Resources (Ext. 2630) or Payroll (Ext. 5792) for assistance.*

Current Title - *Title of employee's full time position.*

Base Salary - *If you don't know, contact the Payroll office for assistance (Ext. 5792).*

Dept. Requesting Payment - *Name of department paying the supplemental pay.*

Dept. Contact - *Person that prepares this form.*

Contact Phone Ext. - *Telephone extension of person preparing this form.*

Account Number - *Account number that is paying this supplemental payment.*

Amount - *Total amount to be paid for this activity.*

Type of Payment - *Check appropriate box.*

Date work began - *1st day the employee started working on this project.*

Date work completed - *Applicable date.*

Amount of hours worked (***this field is required**) - *Number of hours worked to complete this activity.*

Description of work performed - *Give a detailed description of work being performed to complete this activity.*

Certifications and Approvals

Failure to obtain all of the required approvals in a timely manner, could significantly delay payment, provided all approvals are granted.

Staff Supplemental Pay Policy and Procedures

Use this form to pay employees for non-academic work performed outside the scope of their primary appointment and normal work time. Do not use the form to pay an employee for work subject to overtime pay or academic work. Work subject to overtime payment should be processed on an Overtime Payment Form. Supplemental pay for academic work should be processed on an Academic Supplement Pay form. Where possible, payment for ongoing services should be processed on an EPA in Canopy. The Staff Supplemental Pay form is available on the Payroll website. Paying units, department heads and employees receiving supplemental pay are responsible for complying with the applicable rules and regulations listed at the end of this procedure. Questions about this procedure should be directed to Payroll at 825-2411.

Any employee, whether exempt or nonexempt, may accept additional employment with another department, unit or component of Texas A&M University System, provided the employee obtains the advance approval of the head of the primary employing department. Approval by the head of the primary employing department is necessary to assure proper coordination of payment for employment when more than one department is involved. In addition, this process alerts the primary employing unit that the employee will be performing activities outside the scope of their normal duties and normal work time. If an employee has a heavy workload in the primary employing department, consideration should be given to whether additional activity would negatively impact the primary employing unit.

Nonexempt employees who accept additional employment within the Texas A&M University System, must be paid 1½ times their regular hourly rate of pay unless the employment is occasional and sporadic, solely at the employee's option, and in a different capacity from that in which the employee regularly engages.

Processing, Approvals and Routing

The completion and routing of the Staff Supplemental Pay Form is to be initiated by the paying department. The paying department must provide a contact name on the form to address questions that arise in the routing and approval process. Supplemental pay may result in payments to the employee for a single activity or on-going activities. A Supplemental Pay form is required for each activity.

Approval by the account responsible person certifies that funds are available, that the work was completed as stated, and that the payment is in compliance with applicable rules and regulations. The employee to be paid and the department head of the primary unit must sign the form and certify that the payment is for work outside the normal duties and will be performed outside of normal working hours.

If payment for the services is from an external funding source as defined in 15.01.01 Administration of Sponsored Programs – Research and Other, the approval of the Associate Vice President for Research and Scholarly Activity, must be obtained before the document is sent to Human Resources, Budget and Payroll.

Human Resources will forward approved Staff Supplemental Pay Forms to the Budget Office. The Budget Office will review/encumber the funds and forward to Payroll for processing. Payment will be made according to the published Bi-Weekly payroll schedule after the form has been completely approved and processed. Please allow 5 working days for processing through Budget and Payroll.

Relevant System Policies, System Regulations, University Rules and Procedures

07.01	Ethics Policy, TAMUS Employees http://tamus.edu/offices/policy/policies/pdf/07-01.pdf
15.01.01. C1	Externally Funded Grants and Contracts http://tamus.edu/offices/policy/policies/pdf/15-01-01.pdf
31.01	Compensation http://tamus.edu/offices/policy/policies/pdf/31-01.pdf
31.01.01	Compensation Administration http://www.tamus.edu/offices/policy/policies/pdf/31-01-01.pdf
31.01.09	Overtime http://www.tamus.edu/offices/policy/policies/pdf/31-01-09.pdf
33.99.06	Administration of Multiple Employment http://www.tamus.edu/offices/policy/policies/pdf/33-99-06.pdf