

-PAYROLL PROCEDURES-

EXTRA COMPENSATION

Effective Date: 1/1/2014

Procedure: Extra Compensation

PROCEDURES:

Consideration for extra compensation begins in conversation between the faculty member/contract professional and the supervisor (usually department chair, dean, director, or vice president). In the case of continuing education, the conversation might be initiated with appropriate staff in the School of Extended and Lifelong Learning, and then proceed to the appropriate administrative authority. Extra compensation for work performed on federally supported contracts and cooperative agreements is limited by proscriptions in Federal Circular A-21. For federally funded activity there are very few cases when extra compensation is allowed

- All requests for extra compensation must be submitted to either the Provost or Vice President for Research and Creative Scholarship (VPR&CS) at least 10 working days prior to commencing the work, except in cases of emergency such as filling in due to illness or death of a colleague or other emergency situation, and then the request must be submitted as soon as possible after commencement of the work. Failure to submit the request to the Provost or VPR&CS at least 10 working days prior to the commencement of work likely will lead to disapproval of the request, except for emergency cases. Requests that do not fit the purpose of extra compensation or that exceed 20% of academic or fiscal year base salary (academic or contract professional base salary and collectively for all requests for an individual faculty member/contract professional in an academic or fiscal year, as appropriate) will be denied.
- If it is agreed that extra compensation will be requested, a Request for Personnel Transaction (RPT) form from Human Resource Services is prepared, signed and submitted to the next higher authority (usually dean or vice president). The duties and timeliness of justification for extra compensation need to be specific—what specifically is to be done, when is it to be done, how does it affect regular duties, and why extra compensation appropriate for the case need to be articulated.

The original Request for Personnel Transaction Form (RPT) shall be forwarded to the Human Resource Services, Payroll Office once it has gone through all the approval levels. Correctly completed and signed requests for payment as Extra Compensation must be received by the

8th of any month to guarantee inclusion on the monthly time roster and payment on the 1st of the following month.

An Extra Compensation position will be built in the payroll system when approval to work has been received in the Human Resource Services office. This position will be on the department's monthly payroll time roster. All Extra Compensation positions will be built as an hourly paid position with information received on the RPT. The department is required to track the Extra Compensation hours worked. The hours will then be reported on the departmental monthly time roster.

Extra compensation will be paid with regular payroll when the hours are reported on the monthly time roster. Special checks **WILL NOT** be issued for extra compensation.

It is the responsibility of the Provost and the Vice President for Research and Development to insure compliance with all terms of this Extra Compensation Procedure.

Note:

Letter of Appointments and salaried classified staff will follow the same procedures above.

Hourly paid classified staff are not eligible for extra compensation. If they perform additional duties, they must be paid overtime.