

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**

27.04.99.P0.05 Supplemental Payroll Payments

Approved (December 12, 2011)

Next Scheduled Review (December 2012)

1. Background and Purpose

1.1 The purpose is to define the authorizations and requirements to process payroll payments not covered in the normal budget or payroll processes.

2. Authorizations and Requirements

Type	Description	Eligibility	Approvals	Forms/Reference
1. Compensable Internal Consulting	1. Expert Advice 2. Not otherwise available within dept. or program. 3. Clearly outside normal duties of individual. 4. Provided on a one-time intermittent basis. 5. Contributes to effective operation of University. 6. Services provided to dept other than employing dept.	Faculty	Dept Head Dean/Director Provost SVPBA HR Director President	1. Payroll Adjustment Form 2. Request for Supplemental Pay
2. Payments for work performed outside employing dept.	1. Work performed for dept or program other than employing dept. 2. Work clearly outside normal duties. 3. Work performed outside employee's normal work day.	Faculty Staff	Dept Head Dean/Director SVPBA HR Director President	1. Payroll Adjustment Form 2. Request for Supplemental Pay
3. Dock Pay	1. Employee absent from work without adequate leave balance.	Staff	Dept Head Dean/Director Applicable VP SVPBA	1. Payroll Adjustment Form 2. Copy of LeaveTraq "Request for Leave Without Pay".
4. Temporary Salary Adjustment	1. Work within normal work day. 2. Work in addition to normal work load.	Faculty Staff	Dept Head Applicable VP HR Director SVPBA	1. Payroll Adjustment Form (See UAP 31.01.01.P0.01) 2. Justification Memo from Dept to Applicable VP
5. Lump Sum Termination	1. Vacation Pay 2. Death benefits	Faculty Staff	Dept. Head HR Director Applicable VP SVPBA	1. Payroll Adjustment Form 2. Memo from HR to Employee's Dept. (See UAP 31.03.99.P0.01)
6. Longevity Pay	1. Missed payments to employee transferring from another agency and/or not coded in system to receive this pay type.	Staff	Dept. Head HR Director Applicable VP SVPBA	1. Payroll Adjustment Form 2. Supporting documentation.
7. Teaching Overload	1. Pay for increased teaching workload as defined in the Academic Affairs Memorandum & calculated on Faculty Workload Calculation Sheets.	Faculty	Dept Head Provost President	1. Request for Compensated Direct Teaching Overload (See TAMUS Policy 12.03)

