

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



**31.01.01.P0.02 Temporary Compensation**

Approved November 30, 2011

Revised May 4, 2016

Revised March 31, 2020

Next Scheduled Review: March 2025

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to establish procedures for administering temporary compensation in salary to ensure compliance with System Regulation [31.01.01 Compensation Administration](#).

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**Official Procedures and Responsibilities**

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**1. GENERAL**

- 1.1 Occasionally, positions critical to an organization must be filled immediately on a temporary basis. In such instances, an employee may be temporarily assigned to the vacant position or to assume some or all of the responsibilities of the position for temporary periods of time.
- 1.2 An exempt employee may be compensated for additional duties assumed on an interim or temporary basis.
- 1.3 A non-exempt employee who works for multiple departments, member institutions or state agencies is governed by System Regulation [33.99.06 Administration of Multiple Employment](#).
- 1.4 The temporary additional duties assigned must be for a reasonably short period and should not be performed on a permanent basis.

**2. PROCEDURES**

- 2.1 The following procedures apply for administering temporary compensation:
  - 2.1.1 A [Temporary Compensation Justification Memorandum](#) explaining the circumstances for the temporary appointment, requesting temporary compensation will be submitted to the area vice president for review and approval. Temporary compensation will be processed as a Compensation Change transaction in Workday.
  - 2.1.2 State law prohibits retroactive salary increases. However, when a salary increase has been approved and signed by the area vice president, the

increase may be effective retroactive to the first day of the pay period in which the final approval was completed.

2.1.2.1 For faculty positions, total additional compensation will be determined in accordance with the guidelines established by the Office of Academic Affairs.

2.1.3 A copy of the approval will be attached to the Compensation Change transaction in Workday.

2.1.4 The temporary compensation represents a payment that does not become part of the employee's base salary. When the temporary assignment ends, the employee's temporary compensation is removed. It is the responsibility of the employing department to ensure temporary compensation ends when the assignment is complete.

2.1.4.1 The temporary compensation will be processed as a monthly allowance with an end date in Workday for exempt and monthly paid employees.

2.1.4.2 The temporary compensation will be temporarily added to the hourly rate for non-exempt and bi-weekly paid employees. At the end of the temporary assignment, the hourly rate must be adjusted back to the original base pay rate by submitting another Compensation Change transaction in Workday.

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## **Related Statutes, Policies, Regulations and Rules**

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[System Regulation 31.01.01 Compensation Administration](#)

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## **Forms**

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[Temporary Compensation Justification Memorandum](#)

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## **Contact Office**

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Office of Human Resources 936-261-1730

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