UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to define the authorizations and requirements to process payroll salary actions not covered in the normal budget or payroll processes.

Official Procedures and Responsibilities

1. AUTHORIZATIONS AND REQUIREMENTS

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Eligibility</th>
<th>Approvals</th>
<th>Forms/Reference</th>
</tr>
</thead>
</table>
| 1. Supplemental Pay - Work performed outside of employing department | 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 and/or Dean/Director HR Director President SVPBA | 1. Payroll Adjustment Form  
2. Request for Supplemental Pay Form |
| 2. Supplemental Pay - 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 HR Director President SVPBA | 1. Payroll Adjustment Form  
(See System Regulation 33.99.07)  
2. Request for Supplemental Pay Form |
| 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 Dean/Director Applicable VP HR Director SVPBA | 1. Payroll Adjustment Form  
(See UAP 31.01.01.P0.02)  
2. Justification Memo from Dept. to Applicable VP |
| 5. Lump Sum Termination | 1. Vacation Pay  
2. Death benefits | Faculty Staff | Dept. Head Dean/Director Applicable VP SVPBA | 1. Payroll Adjustment Form  
2. Memo from Office of Human Resources to Employee’s Dept. |
## Salary Actions for Payroll Processing

### Type Description Eligibility Approvals Forms/Reference

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<tr>
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<tbody>
<tr>
<td>6. Longevity Pay</td>
<td>1. Missed payments to employee transferring from another agency and/or not coded in system to receive this pay type.</td>
<td>Staff</td>
<td>Dept. Head Dean/Director Applicable VP SVPBA</td>
<td>1. Payroll Adjustment Form 2. Supporting documentation from Office of Human Resources</td>
</tr>
<tr>
<td>7. Teaching Overload</td>
<td>1. Pay for increased teaching workload as defined in the Academic Affairs Memorandum &amp; calculated on Faculty Workload Calculation Sheets.</td>
<td>Faculty</td>
<td>Dept. Head Dean/Director Provost President SVPBA</td>
<td>1. Payroll Adjustment Form 2. Request for Compensated Direct Teaching Overload (See System Policy 12.03)</td>
</tr>
<tr>
<td>8. Service Award</td>
<td>1. Cash Awards in accordance with UAP 31.01.10.P0.01.</td>
<td>Faculty Staff</td>
<td>Dept. Head Dean/Director Vice President President SVPBA</td>
<td>1. Payroll Adjustment Form</td>
</tr>
</tbody>
</table>

### PROCEDURES

2.1 For the first two types of payments noted in the chart, which consist of compensable internal consulting and payments for work performed outside of the employing department, the requesting department must complete the Request for Supplemental Pay Form and obtain the required approvals from all of the required signatures, before authorizing the employee to perform the work.

2.2 Non-exempt employee’s temporary salary adjustments will be processed via the TimeTraq System once the memo for temporary salary adjustment has been approved in accordance with UAP 31.01.01.P0.02 Temporary Salary Adjustments. An EPA must be entered and approved in Canopy.

### Related Statutes, Policies, Regulations and Rules

- **System Policy 12.03 Faculty Academic Workload and Reporting Requirements**
- **System Policy 31.01 Compensation**
- **System Regulation 31.01.01Compensation Administration**
- **System Regulation 33.99.07 Internal Faculty Consulting and Professional Services**
- **University Rule 31.01.01.P1 Compensation Administration**
- **UAP 31.01.01.P0.01 Compensation Administration**
- **UAP 31.01.01.P0.02 Temporary Salary Adjustments**
- **UAP 31.01.10.P0.01 Service Awards**

### Forms
Payroll Adjustment Form

Request for Supplemental Pay Form

Temporary Salary Adjustment Justification Memo Template

Request for Compensated Direct Teaching Overload

Contact Office

Office of Payroll Services 936-261-1922