PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

27.04.99.P0.05 Supplemental Payroll Payments
Approved December 12, 2011
Revised July 5, 2012
Next Scheduled Review: July 2014

1. 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

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Eligibility</th>
<th>Approvals</th>
<th>Forms/Reference</th>
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</thead>
</table>
| 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  
Staff | Dept Head  
Dean/Director  
Provost  
HR Director  
President  
SVPBA | 1. Payroll Adjustment Form  
2. Request for Supplemental Pay Form |
| 2. Payments for work performed outside 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 |
| 3. Dock Pay                                   | 1. Employee absent from work without adequate leave balance. | Staff | Dept Head  
Dean/Director  
Applicable VP  
SVPBA | 1. Copy of LeaveTraq “Request for Leave Without Pay”. |
| 4. Temporary Salary Adjustment                | 1. Work within normal work day.  
2. Work in addition to normal workload. | Faculty  
Staff | Dept Head  
Dean/Director  
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  
Dean/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  
Dean/Director  
Applicable VP  
SVPBA | 1. Payroll Adjustment Form  
2. Supporting documentation from Human Resources |
| 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  
Dean/Director  
Provost  
President  
SVPBA | 1. Payroll Adjustment Form  
2. Request for Compensated Direct Teaching Overload  
(See TAMUS Policy 12.03) |
3. PROCEDURES

3.1 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. A Request for Supplemental Pay Form is not required for processing other supplemental payroll payments.

3.2 The authorization and requirements to process supplemental payroll adjustments will always require at least a Payroll Adjustment Form.

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