



Request for Supplemental Pay

I. Employee Information:

Employee Name:		Department:	
Employee ID:		Position #:	
Employee Title:		Supervisor Name:	

II. Supplement Pay Information:

New Request Continuing Request

Is the employee currently receiving supplemental pay? Yes \$ _____ No

Total \$ Amount of Supplement: \$ _____ Fringe: \$ _____

Effective Date of Change: Begin Date _____ End Date _____

\$ Amount per Quarter:

September	\$	December	\$
March	\$	June	\$

III. Supplemental Payment Type:

- a. Assumed Additional Assignments
 - Assignment duration is a minimum of one month and not longer than one year
 - Resulting from either an additional need for a service or function
 - Prolonged absence of another staff member or vacancy in the department
 - Assignments at a higher level than the employee’s current job duties

- b. Performance Bonus
 - Extraordinary accomplishments
 - Non-recurring
 - Requires significant effort well beyond a position’s defined scope or working hours
 - Must be a regular employee and not. temporary employee

Provide a brief explanation justifying the supplemental pay request in the space below:

IV. Funding Information

Fund Code	Org Code	Account Code	Program Code	\$Amount	PI approval (if applicable)
				\$	
				\$	
				\$	
				\$	

V. Availability of Funding:

Business and Finance: _____ Date _____

VI. Approval(s) Required:

Chair: _____ Date _____

Dean: _____ Date _____

SVP, Clinical Affairs & DIO: _____ Date _____

SVP & CAO (if applicable): _____ Date _____

SVP & CFO: _____ Date _____

President & CEO (if applicable): _____ Date _____

NOTES:

Supplemental pay requests, if approved, are paid out at the end of each quarter after work is completed, but must be approved before the employee assume additional duties (if applicable). Supplemental pay must be paid from a PERSONNEL account code. If funding comes from a non-personnel account or if there is not sufficient funding in the personnel budget, please contact Business and Finance with an approved solution prior to making the commitment. **Supplemental pay requests must be renewed annually and are contingent upon the availability of funding.**

Please submit the fully executed document to the Division of Finance, Office of the Senior Vice President and Chief Financial Officer.