HRSC Additional Pay Check List

- Managers are required to review the HRSC Additional Pay Check List prior to requesting additional pay.
- (ADD) the department manager will review the employee’s job description to ensure the (ADD) request is appropriate and is due to a staffing shortage, for various reasons, or an assigned project that is outside the scope of the staff member’s regular duties; or, with prior consultation with the HR Director and Sr. Associate Dean an (ADD) may be established as team lead pay.
- (UNS) the department manager will document that the duties being performed by the staff or faculty member are unrelated to their regular duties in the department.
- Manager will review the employee’s performance evaluation to ensure there are no documented performance issues when requesting additional pay.
- Manager determines appropriate shortcode/class code(s) and earning amount per pay period and effective dates.
- To remain compliant with federal sponsor guidelines, consider impact additional pay may have on the appointment. SPG 501.10, Policy on Effort Certification. Additional Pay is not allowed on sponsored funds.
- The HRSC will confirm the payments have effective end dates.
- When processing transactions for employees that move to new positions, the HRSC will end any additional payment.
- Approval must be received from someone within the unit in which the individual has a primary regular appointment. This person should be able to determine the appropriateness of payment, including whether or not additional work is outside the scope of the regular appointment and if the pay rate is appropriate.
- Managers will provide a documented explanation for the Additional Pay via the HRSC Footprint ticket system which will be reviewed and approved by the HR Director and escalated to the Sr. Associate Dean as deemed necessary.

- The department is responsible for ensuring additional pay is processed correctly by comparing the gross pay register with the source documentation (i.e., HRSC check list, workflow transaction, footprint ticket request, and/or email or memo).
- Additional pay for non-appointment related items or services is processed using the online PeoplePay Decision Tool.