Overview

This SOP describes the process for Requesting and Processing Supplemental Pay related to the OneUSG Connect (PeopleSoft) HCM/Payroll system. The supplemental pay described in this document includes:

- Reimbursement of Relocation Expenses
- Award Requests Funded by the UGA Foundation
- Award Requests Funded by the UGA Research Foundation
- Special Pay (formerly known as Extra Compensation)
- Temporary Teaching Overloads
- Odyssey Seminar Request
- Dual Appointment Agreement Process
- Request for Salary Action (RSA)
- Faculty Administrative Supplements

USG is working on the long term solution for Multiple Components of Pay (MCOP) for ALL institutions but it will not be in place for UGA at Go-Live (December 16, 2018). USG is scheduled to configure earnings codes for the MCOP in OneUSG Connect for UGA and Augusta by 3/1/19. Starting in July, 2019, department managers will enter supplemental pay information via Manager Self Service in OneUSG Connect and attach the applicable forms.

An interim approach will be taken for the initial 6 months until the USG solution has been configured and tested. This SOP describes the initial 6 month process beginning December 16, 2018.

At Go-Live (December 16, 2018), supplemental pay will be requested and processed via different forms and approval routing depending upon the type of supplemental pay. The Changes to Salaries and Compensation Rates document HERE is posted on the Payroll web site and provides the detailed steps, forms, and routing/approval required to request and process supplemental pay.
The Employee Pay_Supplemental Matrix [HERE] and in the Relevant Resources section at the bottom of this document identifies approximately **50 different types of supplemental pay** that are available at UGA.

The 50 types are categorized into the following **9 groups**:

- Interim
- Acting
- Temporary Assignments
- Course-Related Supplements
- Allowances
- Relocation Expenses
- One-Time Supplemental/Other Pays
- Dual Appointments
- Ineligible for Payment

Supplemental payments are **made depending upon the following types of employee**:

- Presidents
- Faculty
- Contract Faculty
- Retirement Eligible Faculty
- Non-Retirement Eligible Faculty
- Staff
- Student

Supplemental payments **can either be one-time or recurring**.

Depending upon the type of supplemental pay, **tax treatment will vary among the following**:

- Annualize/Specify on Paysheet
- Supplemental

Some types of supplemental pay are pensionable and some are not.
Relevant Resources
List of resources and links:

- Changes to Salaries and Compensation Rates
- Employee Pay Supplemental Matrix
- MSS Overview Pay Type
- OneSource Training Library
  - Requesting Supplemental Pay
- USG Payroll Job Aids
  - Job Aid: PY_JA016 Additional Pay
  - Job Aid: PY_JA007 Earnings Adjustment Load

Approval

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<td>Julie Camp</td>
<td>03/31/2019</td>
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