

Salary Supplement - revised process

UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of
Ken McCollum

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To:BUSINESS-SERV-L@LISTSERV.UGA.EDU <BUSINESS-SERV-L@LISTSERV.UGA.EDU>;

Good morning,

At the BSAG meeting held on January 8, 2015, there was discussion concerning the salary supplement form and the process by which salary supplements are approved and routed to the University Budget Office. After conversations with representatives from the Human Resources Division and the Provost's Office, as well as input from BSAG members, the following revised salary supplement process is being implemented immediately. The salary supplement form has been revised in accordance with this process and is ready for use.

Administrative Salary Supplements – Process Revision

Current process: If a unit desires to add an administrative supplement to an employee's salary, the unit must submit a form, "Request for Salary Action", and appropriate documentation to the Provost's Office for faculty and to the University Human Resources Division for staff. After an augmentation is agreed upon by the unit and the administrative office, the salary form is returned to the unit. The unit then prepares a personnel report effecting the change, noting the salary action approval number. The unit must ensure that the "Request for Salary Action" form is received by various offices along the approval route to ensure that approving offices are aware of the approved supplement. In addition, the employee and the home department and senior administrator must sign a "Salary Supplement" form which is the memorandum of understanding regarding the additional duties and responsibilities between all parties. This form, with original signatures, must be sent to the University Budget Division.

Improved process: Below is a proposed process for handling salary supplements

- 1) The employee's home department prepares a "Request for Salary Action" form asking for a salary supplement. The department head and cognizant dean or vice president signs the form approving the request. The form is then submitted to a) Academic Fiscal Affairs for faculty for approval from the Provost or b) University Human Resources Division for non-faculty.
- 2) If approval is granted a) for faculty, a copy of the approved form is emailed to the originating vice president's or dean's administrative designee, Office of Faculty Affairs, and the University Budget Division and b) for non-faculty, a copy of the approved form is emailed to the originating vice president's or dean's administrative designee and the University Budget Division.
- 3) Home units will work with the affected employee to complete a "Administrative Salary Supplement" form. Upon completion of the form, the home unit will email a copy to their budget analyst in the University Budget Division. An original supplement form is no longer required by the University Budget Division.
- 4) Home units will prepare a personnel affecting the change and noting the "Request for Salary Action" number in the comments section of the personnel document and submit per normal routing. No additional review by the Senior Vice President of Academic Affairs and Provost nor University Human Resources Division is required at this time.

I want to thank the BSAG community and representatives from the Human Resources Division (Dan Helmick) and the

Provost's Office (Chris Miller) for the contributions made in order to improve this process.

Ken

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