Changes to Salaries and Compensation Rates (Including Supplemental Pay)

Overview:
Requests and processing of changes to salaries and compensation rates (including Supplemental Pay) are supported by using 3 methods depending upon the type of change. The following chart provides the method for each type of change. Detailed steps to follow for each type of change are provided on the associated page of this document.

Method to Request Various Types of Salary/Compensation Rate Change

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*MSS = Manager Self Service

Additional Pay through Payroll

The following fully approved UGA supplemental pay forms should be sent directly to hrweb@uga.edu by the HR/Payroll deadline on the monthly or biweekly practitioner payroll processing calendar:

Employee Request for Reimbursement of Relocation Expenses Process
http://busfin.uga.edu/forms/relocation_reimbursement.pdf

- The employee will need to provide original receipts and any other supporting documentation along with the Request for Reimbursement of Relocation and submit it to the department for approval. All original receipts and other supporting documentation should be kept on file in the department.

- **Important Note:** Only one combo code can be entered when setting up additional pay in OneUSG Connect. If a department would like to pay the amount from multiple combo codes, they will need to submit a Request for Direct Retro Cost Allocation to reallocate the charges.

- The department will submit the approved request form with all the required signatures to hrweb@uga.edu before the HR/Payroll deadline.

- Human Resources will assign the form to the Payroll account in TeamDynamix to be entered for payment.

- Once the payment has been entered, Payroll will close the ticket.

- A notification will be sent to inform the department that the ticket has been closed/resolved.

- The department can verify that the additional pay amount and information entered is correct by having the departmental system manager or project coordinator run the 180_PY_ADDL_PAY_BY_PAYRUNID query. If the funding (requesting) department is different than the employee’s home department, the funding (requesting) department will need to contact the employee’s home department to verify the amount.
Additional Pay through Payroll cont.

Award Request for UGA Employees (funded by the UGA Foundation) Process


- The department will complete the award request form and send it to UGA Foundation.
- UGA Foundation will submit the approved request form with all the required signatures to hrweb@uga.edu before the HR/Payroll deadline.
- Human Resources will assign the form to the Payroll account in TeamDynamix to be entered for payment.
- Once the payment has been entered, Payroll will close the ticket.
- A notification will be sent to inform the department that the ticket has been closed/resolved.
- The department can verify that the additional pay amount and information entered is correct by having the departmental system manager or project coordinator run the 180_PY_ADDL_PAY_BY_PAYRUNID query.

Award Request for UGA Employees (funded by the UGA Research Foundation) Process

- Once the employee has completed a certified compliance and safety program, UGA Research Foundation will complete an award request. All awards require a nomination and selection process.
- UGA Research Foundation will submit approved request form with all the required signatures to hrweb@uga.edu before the HR/Payroll deadline.
- Human Resources will assign the form to the Payroll account in TeamDynamix to be entered for payment.
- Once the payment has been entered, Payroll will close the ticket.
- A notification will be sent to inform the department that the ticket has been closed/resolved.
- The department can verify that the additional pay amount and information entered is correct by having the departmental system manager or project coordinator run the 180_PY_ADDL_PAY_BY_PAYRUNID query.
Special Pay (Extra Compensation) Request Process
https://busfin.uga.edu/forms/Request_for_Special_Pay_for_Faculty_Staff.pdf

- The department should make sure that approval is obtained in writing prior to work being performed.
- If the home department and requesting department is different, a combo code will need to be provided by the department who will be funding the special pay.
- **Important Note:** Only one combo code can be entered when setting up additional pay in OneUSG Connect. If a department would like to pay the amount from multiple combo codes, they will need to submit a Request for Direct Retro Cost Allocation to reallocate the charges.
- There are six Earn Code choices:
  - For Faculty & Staff who are **100% time**, departments should select the appropriate Earn Code:
    - SNF – Faculty temporary assignment, duties outside of academic contract
    - SUF – Faculty temporary assignment, addendum to academic contract
    - SNS – Staff temporary assignment, outside of job description
  - For Student & Staff who are **less than 100% time**, departments should select the appropriate Earn Code:
    - RSF – Research subject fee (Ex. Employee receives incentive for participating in a research study)
    - REG – One-time payment to Staff and Part-time Faculty (excludes independent contractors)
    - STU – One-time payment to Student (Ex. Student performed at an awards ceremony for the Graduate School)
- There are two Pay Schedule options:
  - Pay over work period – This option allows you to pay the employee the total amount in equal payments each month during the work period.
  - Pay after work is completed – This option allows you to pay the employee the total amount after the work is completed.
- The department will complete and submit the approved request form with all the required signatures to hrweb@uga.edu before the HR/Payroll deadline.
- Human Resources will assign the form to the Payroll account in TeamDynamix to be entered for payment.
- Once the payment has been entered, Payroll will close the ticket.
- A notification will be sent to inform the department that the ticket has been closed/resolved.
- The department can verify that the additional pay amount and information entered is correct by having the departmental system manager or project coordinator run the 180_PY_ADDL_PAY_BY_PAYRUNID query. If the funding (requesting) department is different than the employee’s home department, the funding (requesting) department will need to contact the employee’s home department to verify the amount.
- For any changes after the form has been submitted:
  - If the amount is **INCREASED** after the approved form has been submitted, the department will need to cross out the previously approved amount and write the new amount. The new amount will need to be initialed by the Provost or President (depending on the units) to indicate that it is approved and resubmit form.
  - If the amount is **DECREASED** after the approved form has been submitted, the department will need to send an email to Payroll at payroll@uga.edu with the new amount.
Additional Pay through Payroll cont.

Request for Temporary Teaching Overload Compensation Process

- The department should make sure that approval is obtained in writing prior to work being performed.
- The department will submit the approved request form with all the required signatures to hrweb@uga.edu before the HR/Payroll deadline.
- If the home department and requesting department is different, a combo code is required from the department who will be funding the overload.
- Important Note: Only one combo code can be entered when setting up additional pay in OneUSG Connect. If a department would like to pay the amount from multiple combo codes, they will need to submit a Request for Direct Retro Cost Allocation to reallocate the charges.
- Human Resources will verify the employee’s pay group.
  - If the employee is a rehired retiree, the form will be returned to the requesting department to be paid from regular pay.
  - If the employee is 100% and NOT a faculty member, the form will be returned to the requesting department and a special pay request form will need to be submitted.
- Human Resources will assign the form to the Payroll account in TeamDynamix to be entered for payment.
- Once the payment has been entered, Payroll will close the ticket.
- A notification will be sent to inform the department that the ticket has been closed/resolved.
- The department can verify that the additional pay amount and information entered is correct by having the departmental system manager or project coordinator run the 180_PY_ADDL_PAY_BY_PAYRUNID query. If the funding (requesting) department is different than the employee’s home department, the funding (requesting) department will need to contact the employee’s home department to verify the amount.

First Year Odyssey Seminar Request for Compensation Process
https://fyo.uga.edu/faculty/files/FYOCompensationForm.pdf

- The department will submit the approved request form with all the required signatures to the Office of Instruction.
- Important Note: Only one combo code can be entered when setting up additional pay in OneUSG Connect. If a department would like to pay the amount from multiple combo codes, they will need to submit a Request for Direct Retro Cost Allocation to reallocate the charges.
- The Office of Instruction will submit the approved request form with all the required signatures to hrweb@uga.edu before the HR/Payroll deadline.
- Human Resources will assign the form to the Payroll account in TeamDynamix to be entered for payment.
- Once the payment has been entered, Payroll will close the ticket.
- A notification will be sent to inform the department that the ticket has been closed/resolved.
- The department can verify that the additional pay amount and information entered is correct by having the departmental system manager or project coordinator run the 180_PY_ADDL_PAY_BY_PAYRUNID query. If the funding (requesting) department is different than the employee’s home department, the funding (requesting) department will need to contact the employee’s home department to verify the amount.
- If a FYO seminar is canceled, the Office of Instruction will need to notify Payroll at payroll@uga.edu immediately to remove the additional pay.

Dual Appointment Agreement Process

- Contact Mike Gorman at hrweb@uga.edu
UGA Request for Salary Action (RSA) for Faculty/Staff Process
This process is for permanent changes to base salary.
http://busfin.uga.edu/forms/request_salary_exception.pdf

General Instructions for Staff Positions:

- The Request for Salary Action must be approved BEFORE an offer is communicated to the successful candidate. It should outline the specific qualifications of the successful candidate and provide reasons that the candidates’ background and work experience justify a salary above the maximum entry amount for the position.
- Any salary request outside of the staff guidelines must be approved by the Dean/VP as well as HR via the Request for Salary Action form.
- For any questions regarding UGA’s Finance and Administration Policy Library, please visit http://policies.uga.edu/FA/nodes/view/1199/Star...
- Additional resources can be found at https://hr.uga.edu/supervisors/pay‐at‐uga/

To submit a Staff RSA:

- The unit will complete the RSA form
- The unit will collect the necessary signatures for submission
- The unit will submit the fully signed RSA form through the MSS Adhoc Salary request
- Human Resources will review and retain the request until any related hiring documents have been fully approved in UGAJobs.
- Central HR will be responsible for making the changes to the compensation/pay in the OneUSG System.
- IMPORTANT: the unit will also follow the normal MSS funding change request process for Combo Codes and their distributions.

General Instructions for Faculty Positions:

- Units should not inform a faculty member of any salary adjustment before all the required approvals have been obtained.
- It is inappropriate for a unit head to propose or to offer retroactive adjustments.
- Changes in base salary must be approved by the President or Provost via the Request for Salary Action Form except in the following circumstance:
  - A documented counter-offer of 10% or less of current salary that is funded by the paying units,
- Changes in faculty salaries must adhere to the Board of Regents (BOR) salary administration policy (8.2.14) and, therefore, may also require the approval of the President and Chancellor.

To submit a Faculty RSA:

- The unit will complete the RSA form
- The unit will collect the necessary signatures for submission
- The unit will send the RSA via email or campus mail to Academic Fiscal Affairs for review and, as appropriate, approval by the President or Provost
- Academic Fiscal Affairs will convey the outcome to the unit, and forward approved request to Faculty Affairs
- Unit will submit the fully signed RSA form through the MSS Adhoc Salary request
- Faculty Affairs will review and retain the request until any related hiring documents have been fully approved in UGAJobs.
- Central HR will be responsible for making the changes to the compensation/pay in the OneUSG System.
- IMPORTANT: the unit will also follow the normal MSS funding change request process for Combo Codes and their distributions.
Base Salary Change or Supplement through MSS Ad Hoc cont.

UGA Supplement Request for Faculty/Staff Process
This process applies to allocations beyond the base salary, such as: administrative faculty supplements, endowed faculty position supplements, and interim assignment supplements. The supplement will be provided only as long as the originating circumstances apply.
http://busfin.uga.edu/forms/request_supplement.pdf

General Instructions for Staff Positions:
- The Supplement Request must be approved BEFORE an offer is communicated to the successful candidate. It should outline the specific qualifications of the successful candidate and provide reasons that the candidates’ background and work experience justify a salary above the maximum entry amount for the position.
- Any supplement request must be approved by the Dean/VP as well as HR via the UGA Supplement Request for Faculty/Staff form
- For any questions regarding UGA’s Finance and Administration Policy Library, please visit http://policies.uga.edu/FA/nodes/view/1199/Star...
- Additional resources can be found at https://hr.uga.edu/supervisors/pay‐at‐uga/

To submit a Staff Supplement Request:
- The unit will complete the Supplement Request form
- The unit will collect the necessary signatures for submission
- The unit will submit the fully signed Supplement Request form through MSS Adhoc Salary request
- Human Resources will convey the outcome to the unit and will return the approved form via email if appropriate
- After approval, the Salary Supplement Agreement (https://busfin.uga.edu/forms/salary_supplement.pdf) must also be signed by the employee, the Department Head, and the Dean/VP (if required by the employing unit)
- Unit will submit the fully signed Supplement Request Form and Salary Supplement Agreement forms through the MSS Adhoc Salary request
- Central HR will be responsible for making the changes to the compensation/pay in the OneUSGSystem
- IMPORTANT: the unit will also follow the normal MSS funding change request process for Combo Codes and their distributions.

General Instructions for Faculty Positions:
- Units should not inform a faculty member of any salary supplement before all the required approvals have been obtained.
- Salary supplement must be approved by the President or Provost via the Supplement Request Form.
- It is inappropriate for a unit head to propose or to offer retroactive supplements.

To submit a Faculty Supplement Request:
- The unit will complete the Supplement Request form
- The unit will collect the necessary signatures for submission
- The unit will send the Supplement Request form via email or campus mail to Academic Fiscal Affairs for review and, as appropriate, approval by the President or Provost
- Academic Fiscal Affairs will convey the outcome to the unit, and forward approved request to Faculty Affairs
- After approval, the Salary Supplement Agreement (https://busfin.uga.edu/forms/salary_supplement.pdf) must also be signed by the faculty member and Dean/VP.
- Unit will submit the fully signed Supplement Request Form and Salary Supplement Agreement forms through the MSS Adhoc Salary request
- Faculty Affairs will review and retain the request until any related hiring documents have been fully approved in UGAJobs.
- Central HR will be responsible for making the changes to the compensation/pay in the OneUSGSystem.
- IMPORTANT: the unit will also follow the normal MSS funding change request process for Combo Codes and their distributions.