



## 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

Additional Pay through Payroll	Base Salary Change or Supplement through MSS* Ad Hoc
<ul style="list-style-type: none"> <li>Relocation Expenses Reimbursement (Page 1)</li> </ul>	<ul style="list-style-type: none"> <li>Request for Salary Action (RSA) for Faculty/Staff (Page 4)</li> </ul>
<ul style="list-style-type: none"> <li>Award Request Funded by UGA Foundation (Page 2)</li> </ul>	<ul style="list-style-type: none"> <li>Supplement Request for Faculty/Staff (Page 5)</li> </ul>
<ul style="list-style-type: none"> <li>Award Request Funded by the UGA Research Foundation (Page 2)</li> </ul>	
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Dual Appointment Agreement Process	
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\*MSS = Manager Self Service

### Additional Pay through Payroll

The following fully approved UGA supplemental pay forms should be submitted via Manager Self Service (Compensation and Stock > Request Supplemental pay) by the HR/Payroll deadline on the [monthly or biweekly practitioner payroll processing calendar](#).

- Human Resources will approve or deny the transaction.
- If approved by HR, the transaction will move forward to Payroll to be approved or denied. If approved, Payroll will enter as Additional Pay.
- A notification will be sent to inform the department that the transaction has been approved or denied.
- 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.

### Employee Request for Reimbursement of Relocation Expenses Process

[http://busfin.uga.edu/forms/relocation\\_reimbursement.pdf](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.**
- Please let employees know that the relocation reimbursement will be paid as a separate check and will be taxed at the supplemental tax rate per IRS regulations.

## 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.

### 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.

### Special Pay (Extra Compensation) Request Process

[https://busfin.uga.edu/forms/Request for Special Pay for Faculty Staff.pdf](https://busfin.uga.edu/forms/Request%20for%20Special%20Pay%20for%20Faculty%20Staff.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.
- 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 (excludes independent contractors) (A part-time faculty does web design work for department website.)
    - **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.
- 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](mailto:payroll@uga.edu) with the new amount.

## **Additional Pay through Payroll cont.**

### **Request for Temporary Teaching Overload Compensation Process**

<https://provost.uga.edu/resources/documents/teaching-overload.pdf>

- The department should make sure that approval is obtained in writing prior to work being performed.

### **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.
- If a FYO seminar is canceled, the Office of Instruction will need to notify Payroll at [payroll@uga.edu](mailto:payroll@uga.edu) immediately to remove the additional pay.

### **Resources:**

- [OneSource Training Library](#)
  - [Requesting Supplemental Pay](#)

## **Dual Appointment Agreement Process**

- Contact Mike Gorman at [hrweb@uga.edu](mailto:hrweb@uga.edu)

## Base Salary Change or Supplement through MSS Ad Hoc

### 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](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](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](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 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 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](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 OneUSG System.

- **IMPORTANT:** the unit will also follow the normal MSS funding change request process for Combo Codes and their distributions.