



## SOUTHEASTERN LOUISIANA UNIVERSITY



### CHECKLIST FOR SUPPLEMENTAL PAY FOR NON-INSTRUCTIONAL ADDITIONAL DUTIES

***Please direct questions to the Human Resources (HR) Partner at extension 5431.***

**Step 1** The Budget Unit/Department Head must determine if supplemental pay will be needed for the performance of additional duties above and beyond the scope of the employee's normal job assignment.

**Note:** *Completion of the entire approval process (Steps 2 and 3) is required prior to the start of the work for which the supplemental pay is being recommended.*

**Step 2** The department responsible for the supplemental pay must prepare a 5.01S form. Budget Unit/Department Head and Dean/Department Head approval signatures are required prior to submitting the form to HR for administrative approval.

**Note:** *Supplemental pay should not be for greater than \$2,000 without prior administrative approval; otherwise, the dates and rate of pay should be divided over two or more forms.*

**Note:** *If the supplemental pay is for a faculty member being paid by a grant, a projected timesheet must be submitted along with the 5.01S.*

**Note:** *If the supplemental pay will be based on an hourly rate, the salary noted must be for a lump sum of the highest estimate to be paid.*

**Note:** *If the staff member will be performing work outside of his/her home department, the Home Department Head approval signature will also be required prior to submitting the form to HR.*

**Step 3** When the 5.01S form is received in HR, the HR Partner will route the form to Sponsored Research and Programs (if grant funded), the appropriate Vice President (if needed), and the President for review and approval. Once all required signatures have been obtained, the form will be returned to HR for further processing.

**Step 4** The HR Partner will send the approved 5.01S form back to the department to be held until the work has been completed. Once the work has been completed, the Budget Unit/Department Head will complete and sign the *Certification that the Work was Completed* section on the bottom of the form and return the form to HR.

**Note:** *If the additional duties will be performed by the Budget Unit/Department Head, the immediate supervisor will need to sign the certification that the work was completed.*

**Step 5** Upon return of the 5.01S form to HR, the HR Partner will process the form for payment on the next available regularly scheduled payroll run.

**Note:** *All staff, excluding faculty, are required to submit a list of the dates and times worked. The HR Partner will use the list to verify that the staff member was off-the-clock in PeopleSoft Time and Labor while performing the duties. This process must be completed prior to payment.*

**Note:** *Annual supplemental pay balances for all faculty and staff are required to not exceed 25 percent of the employee's base annual salary.*

**Step 6** The supplemental pay will be reported to the ULS Board by the HR Partner and to Civil Service by the HR Employment Manager.