Guidance for Processing Faculty Supplemental Pay

Office of Faculty Affairs
July 17, 2025

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Faculty Summer and Supplemental Pay Policy (interim)

- Policy approved and effective July 2025 on interim basis
  https://www.policylibrary.gatech.edu/academic-affairs/interim-faculty-summer-and-supplemental-pay-policy

  - Teaching Loads
  - Summer Pay
  - Course Overloads
  - Supplemental Pay

- Open for review now; regular policy approval process through Policy Steering Committee after beginning of academic year.

- Compliance with USG policy 5.3.2 and response to Faculty Pay Audit

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Faculty Summer Pay

Board of Regents Policy 8.3.12.3

- Faculty members on an academic-year contract may earn compensation during the summer months (May through August) for work performed outside the 9-month AY contract period.

- Total compensation for summer work may not exceed 33.33% of the faculty member's Institutional Base Pay (IBP, **USG Business Procedures Manual 5.3.2.1**) as of the end of the contract period of the previous academic year. This requirement ensures compliance with federal regulations [2 CFR §200.430(h)(5)] and USG guidelines.

- All summer assignments must be documented, acknowledged, and retained at the Institute level.

Current guidelines for **Processing Summer Pay** and **Summer Pay Form** may be found online on the Faculty Affairs website.

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Teaching Loads

- Each college/unit should establish standard workload expectations (effort allocation) for each faculty group.

- Expectations for Teaching Loads and any negotiated teaching releases must be clearly outlined in faculty offer letters as documented in GT-TRACS.

- Any changes to a faculty member's Teaching Load requires approval from direct supervisor (e.g., School Chair) and must be documented in accordance with institutional workload practices.

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Faculty Supplemental Pay

Faculty Supplemental Pay

- Georgia Tech policy caps annual Supplemental Pay to 30% of a faculty member's Institutional Base Pay per fiscal year, annualized for faculty on AY contracts.
Exceptions as noted in policy.

- Compliance is responsibility of home unit/division (tracking level up to college/division).
When work is being offered by other units, requesting unit must work with home unit for approval.

  - ✓ **Procedures for Interdepartmental Offers** (.pdf)

- Temporary tracking spreadsheet for FY26 supp pay.
Stay tuned for new system tool!

FY26 Temporary Tracking Tool:
- Faculty Supplemental Pay Tracking Form (.xlsm)
- Tracking Form Instructions (.pdf)

Stay tuned for new system solution!

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www.faculty.gatech.edu

Supplemental Pay Matrix for Faculty

Action	Supplemental Pay Type	OneUSG Connect Supplemental Pay Code	GT-TRACS Package Required?	OneUSG Connect Transaction Required Attachment(s)	Notes to Include in OneUSG Connect Transaction Comments
Relocation Assistance Payment	one-time	Taxable Moving Expenses	Yes	Relocation Repayment Agreement, Signed offer letter	Include where the employee moved from and to in comments.
Executive Education Courses	one-time	Faculty Temp Assignment	No	Scheller/GTPE Forms^	State payment is for teaching EMBA and the course name, number, and Dates
Online Master's Program Courses	one-time	OMS CS (GT) *Use for all OMS programs*	No	GTPE Forms^	State the nature of the request and for what course the payment is being requested
GTPE Non-Credit Courses	one-time	Faculty Temp Assignment	No	GTPE Forms^	State payment is for teaching a non-credit GTPE course and include course name
Faculty Temp Assignment (other, one-time pay)	one-time	Faculty Temp Assignment	Yes	Signed offer letter *or* PDF generated by GTHR Supp Pay Intake	Summary to include duties, department for whom duties were performed, and dates
Administrative Appointment Supplement	defined-term	Academic Admin Assignment	Yes	Signed offer letter	Administrative Title; if interim, state that it is interim/temporary and anticipated end date
Course Overload	defined-term	Overload	Yes	GT Course Overload Form	Class(es) Taught
Additional Duties – Adding Teaching (For academic professionals, professors of the practice, researchers and postdocs for whom teaching is not part of their regular assignment)	defined-term	Add't to Job Responsibilities	Yes	*[None]*	State that it is for teaching [insert course prefix and number] and [semester]
Additional Duties – Adding Teaching (For classified staff positions)	defined-term	Add't to Job Responsibilities	Yes	Signed offer letter	State that payment is for teaching [insert course prefix and number] and [semester]
Additional Duties (interim, non-administrative duties)	defined-term	Add't to Job Responsibilities	Yes	Signed offer letter	Summary of assignment
Car Allowance	defined-term	Car Allowance	Yes	Signed offer letter	
Housing Allowance	defined-term	Housing Allowance	Yes	Signed offer letter	
Subsistence	defined-term	Subsistence	Yes	Signed offer letter	
Incentive Compensation & Award Payments (Approved first through GTHR process*)	one-time	*Use corresponding one-time pay code as approved by GTHR**	No	GTHR Award Payment Request* with GTHR Finance approval	

==Gregory Hampton (Payroll) must be inserted as Ad-Hoc Approver after Level 4 (FA) and prior to Level 5 (GTHR) on all faculty supplemental pay transactions.==

*See forms for additional required approver information.

^Faculty Affairs supports the units who require these forms. The attachment is not required for Faculty Affairs processing so long as GTPE and/or Scheller have approved and acknowledged in transaction comments that the forms are not required.

Note that these are minimum requirements. Additional attachments, requirements and/or comments may be necessary in some cases at the discretion of the unit or Faculty Affairs.

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KEY CONCEPTS

Supplemental Pay vs. Ad-Hoc Salary Transactions

- **Supplemental Pay**
  - Payments made to employees for performing duties outside their regular job responsibilities and work schedule.
  - Processed through payroll in addition to an employee's regular base pay.
- **Ad-Hoc Salary**
  - Manager Self-Service (MSS) Transaction used to process transactions when an employee's base salary is changing

Supplemental Pay Type

- **Defined-Term Payments** – recurring payments over a series of pay periods
  Examples: Academic Admin Assignment, Additional Job Responsibilities, Course Overload

- **One-Time Payments** – payments that are paid within a single pay period
  Examples: Faculty Temp Assignment, Relocation Assistance, OMS, Exec Ed, PE non-credit, Incentives/Awards

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KEY CONCEPTS

Effective Dates

- For **One-Time Payments**:
  - Effective Date = first day of a future pay cycle
  - End Date = *effective* end date – the *day after* the last day of that pay period

- For **Defined-Term Payments**
  - Effective Date = first day of the start of the assignment/appointment
  - End Date = *effective* end date – the *day after* the last day of the assignment/appointment

Transaction Payment Amounts

- For **One-Time Payments** – list the total payment amount to be paid in the pay period
- **Defined-Term Payments** – list the amount to be paid *per pay period*

TRANSACTION DEADLINES

Refer to GTHR – Payroll Schedule website for pay transaction deadlines.
https://hr.gatech.edu/payroll/

Level 4 Deadline = complete and correct transaction in Faculty Affairs queue

GT Human Resources

Monthly 2025 Payroll Calendar

Begin Date	End Date	Direct Hire Form (Hire/Rehire)/Terminations		Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals)[1]	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals)[1]	Payroll Processing	Pay Date	Work Days	Pay Run ID
		eRequest Department Approval Complete[1]	Direct Hire Form Approval Date[1,2]						
01/01/25	01/31/25	12/20/24	01/06/25	01/10/25	01/17/25	01/24/25	01/31/25	23	51M1
02/01/25	02/28/25	01/24/25	02/07/25	02/07/25	02/14/25	02/21/25	02/28/25	20	52M1
03/01/25	03/31/25	02/24/25	03/10/25	03/10/25	03/17/25	03/24/25	03/31/25	21	53M1
04/01/25	04/30/25	03/28/25	04/09/25	04/09/25	04/16/25	04/23/25	04/30/25	22	54M1
05/01/25	05/31/25	04/25/25	05/06/25	05/06/25	05/13/25	05/20/25	05/30/25	22	55M1
06/01/25	06/30/25	05/23/25	06/03/25	06/03/25	06/10/25	06/17/25	06/30/25	21	56M1
07/01/25	07/31/25	06/30/25	07/10/25	07/10/25	07/17/25	07/24/25	07/31/25	23	57M1
08/01/25	08/31/25	07/28/25	08/08/25	08/08/25	08/15/25	08/22/25	08/29/25	21	58M1

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Additional Considerations by Type of Supplemental Pay

Faculty Administrative Appointments

POLICY:
https://policylibrary.gatech.edu/academic-affairs/administrative-leadership-appointments-tenured-or-tenure-track-faculty-policy

- If the base salary is changing, the change to the base is updated as a part of the MSS Transfer transaction.

- A Defined-Term, **Academic Admin Assignment** supplemental pay transaction is required for the admin supplement portion.

- Transaction pay amount entered as the *monthly* stipend pay amount, to align with AY (10) or FY (12) pay frequency.

- End Date should align with the offer letter, reflecting the effective date (day after) of the end of the appointment.

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Interim Pay

- Faculty member should be **transferred** into the interim position.

- Interim Supplemental Pay
  - If the faculty member is relinquishing their former job to take on the interim responsibilities, the reason code should be **Faculty Temp Assignment**.
  - If the faculty member is retaining the responsibilities of both positions during the interim period, the reason should be **Add'l Job Responsibilities**.

- Offer letter should be attached in either instance.

Course Overloads

- [GT Overload Form](#) with signatures is required.

- GT-TRACS "Other" package required to document; does not need to be routed to OFA, but must be completed prior to OneUSG supp pay transaction. OFA reviews pay transaction for approval.

- Used for all for-credit courses outside of OMS and Executive Education.

- Defined-Term pay across the semester.

- Package and supp pay transaction should be approved prior to the beginning of the semester.

- Faculty Affairs may reach out with any questions regarding workload.

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Relocation Assistance Funds

- Must be as stated in original approved and executed/signed offer letter. No changes permitted once offer signed/accepted.

- Request allocation in GT-TRACS package for any Institute-level funds prior to submitting transaction.

- Transaction should be submitted using a local (unit-level) account/worktag.

- Signed **Relocation Repayment Agreement** required; uploaded to both GT-TRACS appointment package and supp pay transaction.

- Signed offer letter uploaded to both GT-TRACS and supp pay transaction.

Relocation policy, guidelines and forms.

Employee Incentives and Awards

- Program managed by GTHR -- https://hr.gatech.edu/compensation/incentives-awards/
  - Critical Hire Incentive
  - Critical Skills Incentive
  - Employee Suggestion Program
  - Exceptional Performance Incentive
  - Goal Base Incentive

- Approved through USG each Fiscal Year

- Pay must first be submitted and approved through GTHR process

- PDF with GTHR Finance approval signature uploaded to Supp Pay transaction

Contact Cedric Franklin (GTHR) with any questions.

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COMMON ERRORS

✓ Incorrect or missing Ad-Hoc approvers
- Gregory Hampton (Payroll) must be inserted ad-hoc approver on ALL faculty supplemental pay transactions. Insert after Level 4 (FA) and prior to Level 5 (ASC).
- Other approvers may be required, e.g. Professional Education academic program and/or finance.

✓ Incorrect Pay Type and/or Reason Code selected

✓ Missing Attachments – *transaction and/or GT-TRACS*

✓ Attachments include names of other employees *(redact prior to submitting)*

✓ Defined-Term transactions with incorrect pay amounts

✓ Effective dates and payroll deadlines

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RESOURCES

- **ASC Supplemental Pay Knowledge Article**
  https://gatech.service-now.com/hr?id=kb_article_view&sysparm_article=KB0042300

- **Procedures for Interdepartmental Offers**
  https://faculty.gatech.edu/faculty-affairs-reps/internal-resources

- **GT Course Overload Form**
  https://faculty.gatech.edu/node/328

- **GTHR Compensation Resources**
  https://hr.gatech.edu/managers/#comp-resources

- **GTHR Supplemental Pay Intake Form**
  (not required; may be used in place of offer letter for one-time Faculty Temp Assignment)
  https://app.smartsheet.com/b/form/591ae89599ab402287088a85f819dc2f

- **GTHR Employee Incentives & Awards website and forms**
  https://hr.gatech.edu/compensation/incentives-awards/

- **Relocation Repayment Agreement**
  https://hr.gatech.edu/files/2024/02/Relocation-Repayment-Agreement-Form-7e7387c543dd6c30.pdf

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QUESTIONS?

SPECIAL THANKS!!

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