

Supplemental Pay Matrix for Faculty

Revised 09/09/2025

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	Appt	<a href="#">Relocation Repayment Agreement</a> , Signed offer letter	Include where the employee moved from and to in transaction comments
Executive Education Courses	one-time	Faculty Temp Assignment	Other <sup>1</sup>	Scheller/GTPE Forms <sup>2</sup>	State payment is for teaching EMBA and the course name, number, and dates
Online Master’s Program Courses	one-time	OMS CS (GT) <i>Use for all OMS programs</i>	Other <sup>1</sup>	GTPE Forms <sup>2</sup>	State the nature of the request and for what course the payment is being requested
GTPE Non-Credit Courses	one-time	Faculty Temp Assignment	Other <sup>1</sup>	GTPE Forms <sup>2</sup>	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	Other <sup>1</sup>	Signed offer letter <i>or</i> PDF generated by <a href="#">GTHR Supp Pay Intake</a>	Summary to include duties, department for whom duties were performed, and dates
Administrative Appointment Supplement	defined-term	Academic Admin Assignment	Appt	Signed offer letter	Administrative Title; if interim, state that it is interim/temporary and anticipated end date
Course Overload	defined-term	Overload	Other <sup>1</sup>	<a href="#">GT Course Overload Form</a>	List class(es) taught for Overload
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	Appt	<i>[None]</i>	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	Appt	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	Appt	Signed offer letter	Summary of assignment
Car Allowance	defined-term	Car Allowance	Appt	Signed offer letter	
Housing Allowance	defined-term	Housing Allowance	Appt	Signed offer letter	
Subsistence	defined-term	Subsistence	Appt	Signed offer letter	
Incentive Compensation & Award Payments (Approved first through GTHR process <sup>3</sup> )	one-time	<i>Use corresponding one-time pay code as approved by GTHR<sup>3</sup></i>	n/a	<a href="#">GTHR Award Payment Request</a> <sup>3</sup> 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.

<sup>1</sup>GT-TRACS “Other” package uploaded prior to OneUSG transaction but package does not need to be routed to OFA for approvals in GT-TRACS.  
<sup>2</sup>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.  
<sup>3</sup>See forms for additional required approver information.

*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.*