FACULTY SUPPLEMENTAL PAY TRANSACTIONS
Office of Faculty Affairs
February 23, 2021
KEY CONCEPTS

Supplemental Pay vs. Ad-Hoc Salary Transactions

- Supplemental Pay: payments to employees that are processed through payroll in addition to an employee's regular, base salary
- Ad-Hoc Salary: MSS Transaction used to process salary transactions when an employee's base salary is changing

Defined-Term vs. One-Time Payments

- Defined-Term Payments: recurring payments over a series of pay periods
- One-Time Payments: payments that are paid in a single pay period
Effective Dates

• For One-Time Payments, the effective dates should be the first and last days of the pay period
• For Defined-Term Payments, the effective dates should be the first and last day of the assignment, based on the terms outlined in the offer letter

Amounts

• For One-Time payments, use the total payment
• For Defined-Term payments, use the amount to be paid per pay period
# Types of Supplemental Pay

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• If the base salary is changing, the change to base salary is required on the transfer transaction.
• A defined-term supplemental Pay transaction with the reason Administrative Assignment is also required for the administrative supplement.
• The end date should be the end date in the offer letter.
INTERIM PAY

• Faculty should be transferred into the interim position.
• If the faculty member is relinquishing their former job to take on new responsibilities, the reason should be Faculty Temp Assignment.
• If the faculty member is retaining the responsibilities of both positions, the reason should be Add’t Job Responsibilities.
• The offer letter should be attached in both instances.
COURSE OVERLOADS

• GT-TRACS Packages are NOT required
• Used for all for-credit courses outside of OMS and Executive Education
• Must be approved prior to the beginning of the semester
• Faculty Affairs may reach out with questions regarding workload
• Overload Form is required
RELOCATION ASSISTANCE FUNDS

• Must request allocation in GT-TRACS package for any Institute-level funds prior to submitting the request
• Request should be submitted using a local (unit-level) account/worktag
• Relocation Repayment Agreement is required for all new hires
• Signed offer letter is required for all relocation payments
• Receipts are required if we are reimbursing a current Georgia Tech faculty member whose assignment is changing – if we are reimbursing for ACTUAL COSTS
• GTL faculty are currently reimbursed for actual expenses
• Faculty Affairs is currently working with GTL on a formula that will be used going forward for faculty where housing, cost of living, and car allowances will be processed via defined-term payments
• Relocation will continue to be processed via travel expense or one-time supplemental pay transaction, depending on the length of the assignment
• More detailed instructions will be provided to the schools who have faculty teaching at GTL
COMMON ERRORS

- Incorrect or missing ad hoc approvers/reviewers
- Incorrect reason code
- Missing attachments
- Attachments include the name(s) of other employees
- For defined-term transactions, the incorrect amount is entered
- Effective dates and payroll deadlines
RESOURCES

• How Do I Submit a Supplemental Pay Request
  https://gatech.service-now.com/kb_view.do?sysparm_article=KB0024726

• One-Time Payment Form
  https://usg.service-now.com/nav_to.do?uri=%2Fviewer.do%3Fsyparm_stack%3Dno%26syparm_sys_id%3Dc6d5514fdb361c5461405688dc9619dc

• Defined-Term Payment Form
  https://usg.service-now.com/sys_attachment.do?sys_id=d1341d8fdbf21c5461405688dc96193d&view=true

• Overload Form
  https://usg.service-now.com/sys_attachment.do?sys_id=86b7950bdbb61c5461405688dc961925&view=true

• Employee Award Form

• Relocation Repayment Agreement
  https://hr.gatech.edu/sites/default/files/documents/Payroll/hr___-__relocation_-_repayment_agreement.pdf
Q & A