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
<table>
<thead>
<tr>
<th>Action</th>
<th>Supplemental Pay Type</th>
<th>OneUSG Connect Supplemental Pay Code</th>
<th>Required Attachment(s)</th>
<th>Notes to Include in Transaction Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation Assistance Payment</td>
<td>one-time</td>
<td>Taxable Moving Expenses</td>
<td>Relocation Repayment Agreement, Executed offer letter</td>
<td>Include where the employee moved from and to in comments.</td>
</tr>
<tr>
<td>Executive Education Courses</td>
<td>one-time</td>
<td>Faculty Temp Assignment</td>
<td>Scheller/GTPE Forms^</td>
<td>State payment is for teaching EMBA and the course name, number, and Dates</td>
</tr>
<tr>
<td>Online Master’s Program Courses</td>
<td>one-time</td>
<td>OMS CS (GT) Use for all OMS programs</td>
<td>GTPE Forms^</td>
<td>State the nature of the request and for what course the payment is being requested</td>
</tr>
<tr>
<td>GTPE Non-Credit Courses</td>
<td>one-time</td>
<td>Faculty Temp Assignment</td>
<td>GTPE Forms^</td>
<td>State payment is for teaching a non-credit GTPE course and include course name</td>
</tr>
<tr>
<td>Faculty Temp Assignment (other)</td>
<td>one-time</td>
<td>Faculty Temp Assignment</td>
<td>[None]</td>
<td>Include duties, department for whom duties were performed, and dates</td>
</tr>
<tr>
<td>Administrative Appointment Supplement</td>
<td>defined-term</td>
<td>Academic Admin Assignment</td>
<td>Letter</td>
<td>Administrative Title. If interim, include that it is interim</td>
</tr>
<tr>
<td>Course Overload</td>
<td>defined-term</td>
<td>Overload</td>
<td>USG Overload Form</td>
<td>Class(es) Taught</td>
</tr>
<tr>
<td>Additional Duties – Adding Teaching</td>
<td>defined-term</td>
<td>Add’t to Job Responsibilities</td>
<td>Letter</td>
<td>State that it is for teaching [insert course number]</td>
</tr>
<tr>
<td>(For academic professionals, professors of the practice, researchers and postdocs for whom teaching is not part of their regular assignment)</td>
<td>defined-term</td>
<td>Add’t to Job Responsibilities</td>
<td>Letter</td>
<td>State that payment is for teaching [insert course number]</td>
</tr>
<tr>
<td>Additional Duties – Adding Teaching</td>
<td>defined-term</td>
<td>Add’t to Job Responsibilities</td>
<td>Letter</td>
<td>Summary of assignment</td>
</tr>
<tr>
<td>(For classified staff positions)</td>
<td>defined-term</td>
<td>Add’t to Job Responsibilities</td>
<td>Letter</td>
<td></td>
</tr>
<tr>
<td>Additional Duties</td>
<td>defined-term</td>
<td>Add’t to Job Responsibilities</td>
<td>Letter</td>
<td></td>
</tr>
<tr>
<td>(interim, non-administrative duties)</td>
<td>defined-term</td>
<td>Add’t to Job Responsibilities</td>
<td>Letter</td>
<td></td>
</tr>
<tr>
<td>Car Allowance</td>
<td>defined-term</td>
<td>Car Allowance</td>
<td>Letter</td>
<td></td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>defined-term</td>
<td>Housing Allowance</td>
<td>letter</td>
<td></td>
</tr>
<tr>
<td>Subsistence</td>
<td>defined-term</td>
<td>Subsistence</td>
<td>letter</td>
<td></td>
</tr>
<tr>
<td>Incentive Compensation &amp; Award Payments</td>
<td>one-time</td>
<td>Critical Hire Incentive</td>
<td>GTHR Award Payment Request*</td>
<td></td>
</tr>
<tr>
<td>(Approved first through GTHR process*)</td>
<td>one-time</td>
<td>Employee Award</td>
<td>GTHR Award Payment Request*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>one-time</td>
<td>Employee Suggestion Program</td>
<td>GTHR Award Payment Request*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>one-time</td>
<td>Goal Based Incentive</td>
<td>GTHR Award Payment Request*</td>
<td></td>
</tr>
</tbody>
</table>

Gregory Hampton 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 and/or comments may be necessary at the discretion of the unit or Faculty Affairs.
ADMINISTRATIVE APPOINTMENTS

• 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=%2F$viewer.do%3Fsysparm_stack%3Dno%26sysparm_sys_id%3Dc6d5514fd361c5461405688dc9619dc

• Defined-Term Payment Form
  https://usg.service-now.com/sys_attachment.do?sys_id=d1341d8f6ff21c5461405688dc96193d&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