

CHECKLIST FOR SUPPLEMENTAL PAY  
FOR NON-INSTRUCTIONAL ADDITIONAL DUTIES

Please direct questions to the Human Resources Office at extension 2056

- Step 1. The department/budget unit head determines that supplemental pay is needed for the performance of additional duties above and beyond the scope of the employee's normal job assignments. This payment may be from an account code other than the employee's home department account code such as payment for grant-related work activities. **It is critical that pre-approval be granted before the work for which the additional duty pay is being recommended begins.**
- Step 2. The department responsible for paying the additional money prepares a 5.01S and routes it for the home department head and dean's signatures. If grant funds are involved, approval from Sponsored Research and Programs is required prior to the 5.01S being sent to Human Resources Office.
- Step 3. The 5.01S is received in Human Resources. An HR Analyst logs the additional duty and submits the form to the HR Director for review prior to further processing.
- Step 4. If needed, the EEO Officer, appropriate Vice President, and President review the 5.01S for approval and signature. Once all signatures are obtained the 5.01S is returned to the Human Resources Office for further processing. (Note: Supplemental pay paid on an hourly basis such as for aerobic and Community Music School instructors only requires the signature of the budget unit head and authorization from the HR Director for payment to be made.)
- Step 5. Human Resources Office copies the 5.01S and sends the original back to the department to hold until the work is completed. Once the work is completed, the budget unit head signs the certification that the work was completed on the bottom of the form and returns the original 5.01S to Human Resources Office. If the budget unit head is the person to be paid, the immediate supervisor would need to sign the certification that the work was completed.
- Step 6. Human Resources Office processes the supplemental pay form for payment on the next regularly scheduled payroll.
- Step 7. Human Resources Office reports the supplemental pay to the ULS Board and Civil Service.