

CHECKLIST FOR ADDITIONAL DUTY PAY FOR GA'S

(Please direct questions to Human Resources, x2347. A full description of employment procedures and downloadable forms are available at the Human Resources web site at <http://www.selu.edu/Administration/Depts/HumanResources/hroepmenu3.htm>.)

- **Step 1.** The department/budget unit head determines that additional duty pay is needed for the performance of 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 501P 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 501P being sent to HRO.
- **Step 3.** The Dean of the Graduate School reviews the 501P for approval and signature. The 501 P is forwarded to Human Resources for further processing.
- **Step 4.** The 501P 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 5.** HRO copies the 501P 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 501P to HRO. If the budget unit head is the person to be paid, then the immediate supervisor would need to sign the certification that the work was completed.
- **Step 6.** HRO processes the additional duty pay form. **Certain kinds of additional pay may require approval of the ULS Board before it is paid.**

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