Overview/Description

This document will provide a list of frequently asked questions related to Multiple Components of Pay (MCOP) and Non-Standard and Supplemental Pay.

Sections

- Supplemental Pay Data Entry
- Resources and Deadlines
- Commitment Accounting and Budget Prep
- MSS and Forms
- Miscellaneous

FAQs

Supplemental Pay Data Entry

1. I have an employee that receives pay for a project, but the amounts differ each month. How should this pay be entered?
   Because the pay differs each month, it should be treated as multiple one-time payments and entered on the Additional Pay panel each month.

2. Are there any options for mass uploads for MCOP/JED?
   No, not at this time.

3. I have a 10-month faculty member who taught a class in June, then was placed on a Short Work Break for 7/1-31. He is receiving supplemental pay for July through December. How should this pay be entered?
   The employee should be returned from Short Work Break for the month on July with a zero-compensation rate and the amount for July added through Additional Pay. The supplemental pay should be added in Job Data for the new academic year, effective 8/1.

4. An exempt employee works 40 hours on his primary job. He also has a part time faculty position that he works each semester. How should this be entered?
   Because the part time position is a regular/ongoing position, the recommendation is to add the part time position on a separate/secondary employment instance.

5.a. What pay frequency should I use when entering multiple components of pay in Job Data?
   You should use M (Monthly) or M10 (Monthly/10-Month).

5.b. Do I need to change all employees with an annual rate to monthly?
   No, you will only change those that have multiple components of pay.

6. How should students be entered who have supplemental pay?
   This process does not currently address students. Continue to process them as you do now. The Student Employment Committee is working to address this group and will provide further guidance.

7. How should non-exempt employees be entered who have supplemental pay?
   This process does not currently address non-exempt employees. Continue to process them as you do now. Further guidance is forthcoming.
8. Our institution has scenarios that are not included on the Non-Standard and Supplemental Pay Matrix. How do we request assistance with these?
Submit your questions and scenarios to oneusgsupport@usg.edu.

9. How do I know if the supplemental pay impacts the Annual Benefits Base Rate (ABBR)?
Refer to column ‘S’ on the Non-Standard and Supplemental Pay Matrix.

10. What options do I have for updating future dated job rows?
   a. Delete the future dated row and re-add them back after MCOP has been entered. Any data updates that were needed will be picked up in the entry when the row is added back.
   b. Correct the data in the future dated row.
   c. Add another row on top of the future dated row with the same effective date, next effective sequence, action/reason of Data Change/Data Correction, and update any other fields that are needed.

11. What do we do if the employee did not start the additional assignment until mid-month?
First, we need to consider if the employee should receive supplemental pay for the full month or if they should receive a prorated amount. If they need full pay for the month, use the beginning of the pay period. If not, use the actual date to prorate.

12. We have a tenured faculty member with exempt status who has accepted an assignment as the Interim Coordinator. Her home department is Philosophy and she will remain in that department in her faculty role, but also take on coordination of Women’s Study area. Academic Affairs has requested an administrative "stipend" of $1500 per year to add to her base pay until the Interim position has concluded (no set end date). How do we process this?
Based on the information provided, the recommended process is to use MCOP with the pay type of Temporary Assignment (Faculty), addendum to contract.

13. Currently we have a position number set up for part time faculty who teach eCore. Occasionally, we have PT faculty assigned to us even though they are not teaching at our institution. We use this position number for both those who are teaching with us and eCore, and those who are just assigned to us. We use one position number, regardless of division. Can we continue to do this? Can we implement this process for FT employees who teach with eCore as well?
Because this is an additional employment instance, you can continue to do this for part time and full time employees. When using one position number, be sure every employee has the same/matching attributes, including the same Reports To number.

14. Should eCore be considered retirement eligible?
Some types of eCore payments are pensionable. Please refer to the Course-Related Supplements on the Non-Standard and Supplemental Matrix for additional information.

15. Since the merit row is effective 7/1, how do we add a MCOP row with the same effective date?
When inserting a row for MCOP, add on top of the merit 7/1 row using the next effective date sequence.

16. What job earnings code do we use in an added employment instance for 10-month faculty working an additional job that is not part of their contract?
This scenario is not considered MCOP, it will be a secondary employment instance. The local HR and payroll teams will need to discuss the scenario to determine the appropriate earnings code.
17. Many of the supplemental pays for our faculty are sent through and we don't know if an addendum to their contract was completed and may not find out timely from Academic Affairs/Department. What do we do?
If HR receives a request for supplemental pay that is not clear, they should contact Academic Affairs for details. Communication between departments is imperative in order to setup supplemental pay correctly.

18. Would the Annual Benefits Base Rate (ABBR) need to be updated when ending supplemental pay?
If the ABBR was updated to include the supplemental pay when it was added in Job Data, the ABBR will need to be updated to remove the supplemental pay when ending it.

19. To make sure I understand, at this time all MCOP should be at a monthly frequency and not the annual?
Yes, this is the current recommendation.

20. How do you enter a one-time overload payment?
One-time payments can be entered on the Additional Pay panel. See the Non-Standard and Supplemental Pay Matrix for additional details regarding the setup.

21. What amount should be used for the Annual Benefits Base Rate (ABBR) when the supplemental pay is only for a few months, the total supplement amount or the annualized amount?
Recommendation from the System Office – Use the total amount of the supplement instead of the annualized amount.

22. I'm adding a supplemental pay effective 7/1/19 for a 10-month faculty, so that means they have no base pay listed on the compensation tab for that month. What pay rate should be used for the Annual Benefits Base Rate (ABBR)? Base Pay + New Rate or just New Rate?
It depends on the type of supplement. The Non-Standard and Supplemental Pay Matrix will indicate if the supplement should be added to the ABBR. The ABBR should always reflect the base pay year-round, regardless of the compensation. The supplement + base pay will be applied to July if indicated on the matrix.

23. We have a faculty member who is taking on the role of a Camp Coordinator but is not teaching during the summer, therefore would be on a short work break. How do we process this in OneUSG?
MCOP is not recommended for this scenario (benefited faculty, temporary assignment, outside of academic contract, primary job is on a short work break).

One-Time Payment: In reviewing the Non-Standard and Supplemental Pay Matrix, the recommendation for this scenario is to pay this position via the Additional Pay panel, if they are to receive a one-time payment.

Recurring Payments: Recommendation from the System Office – If it is a separate/temporary position with recurring payments, the position should go on a separate employment instance. This will accurately record the secondary position and avoid negatively impacting the employee’s benefits.

Resources and Deadlines

24. Where can I find the Non-Standard and Supplemental Pay Matrix and other job aids?
https://www.usg.edu/oneusg/documentation/non_standard_employee_and_supplemental_pay

25. How will I know when the matrix or job aids have been revised?
Communications will be sent out on the Listserv each time a document is revised. You can also check the OneUSG website for new updates.
26. Are we still abiding by the deadlines provided, given the resource materials won’t be posted until a day or two prior?
The direction from the System Office is to continue moving forward with the current deadlines. There are job aids that are currently posted on the OneUSG website to assist with data entry.

27. Can institutions request an extension to allow more time to change impacted employees over to MCOP?
Requests for an extension will need to be submitted to oneusgsupport@usg.edu along with the number of employees impacted and a justification as to why the request is being made. Requests will be sent to the System Office for review.

28. Are the materials that are already posted correct, particularly the matrix? Will anything in the revised matrix change how we would do things?
The revisions that are being made do not change the way MCOP is entered, they are adding additional scenarios.

29. Is the MCOP checklist on the website now?
Yes, it can be found on the OneUSG Connect website under Practitioner Services > Practitioner Training > Non-Standard Employee and Supplemental Pay. You may also click the following link to take you directly to the job aid. https://www.usg.edu/assets/oneusg/documents/HR_JA029_Multiple_Components_of_Pay_%28MCOP%29_Data_Entry_Checklist.pdf.

Commitment Accounting and Budget Prep

30. What do we need to do to setup a supplemental pay that is split funded?
Split funding will need to be set up on the Department Budget Table.

31. How does the fringe need to be setup?
This will need to be set up on the Department Budget Table.

32. We have concerns regarding MCOP and how this will impact budget prep next year.
OneUSG will be updating the budget prep process for next year to address any concerns or issues related to MCOP.

33. If an employee’s supplemental pay ends in three months, will the budget department need to make any updates on their end?
If a row was inserted and updates made on the Department Budget Table, the budget department would need to insert another effective dated row with the termination effective date to delete the MCOP (eliminate separate funding). You would not delete rows; you would insert a row on the Department Budget Table and then remove the MCOP line.

34. Will the earnings distribution in Job Data override the information in the Department Budget Table?
No, as long as there is no edit made to the chart field combo code.

MSS and Forms

35. Will the new supplemental pay forms be electronic?
For now, the forms are not electronic and will need to be attached to the MSS request. Our plans are to make them electronic in a future release.
36. Do I have to use the new supplemental pay forms?
Currently, only institutions who are using MSS will need to use the forms. However, other institutions are highly encouraged to begin using them so that they can provide feedback into the development of the forms.

Miscellaneous

37. What are the deadlines for Multiple Components of Pay (MCOP) to be implemented?
July 1 – New Hires and New Supplements
July 24 – Staff and 12 Month Employees
August 22 – 10 Month Faculty

38. How will retroactive payments be picked up and processed?
Institution HR and payroll teams will need to work together to process retro pay. The Retro Pay Process is not triggered if the employee was not paid for that month. In this case, the retroactive adjustment will need to be manually entered. Also, retroactive pay supplements will not be picked up when the existing row is changed in correction mode.

39. What is the expectation, which practitioners (HR/PY/CA) are to make the determination on how payment is made?
HR should make the final determination on the type of payment.