Types of Ad Hoc Salary Requests

- Base Salary Adjustment Options:
  - Compression Adjustment
  - Equity Adjustment
  - In-Range Adjustment
  - Market Adjustment
  - Merit Increase

Workflow for Approval

Notification Provided by MSS

Manual Update of Job Data

PY002
MSS Supplemental Pay Process

Types of One-Time Supplemental Pays

Temporary Assignment:
- Faculty
- Staff
- Student

Incentives:
- Critical Hire
- Employee Suggestion
- Goal Based Incentive

Taxable Earnings Reportable:
- Taxable Fringe
- Taxable Moving Expense

Employee Awards:
- Value of Awards > $75

Types of Earnings Adjustments to the Payline

Payroll Adjustments:
- Manual updates due to Conversion
- Emergency updates to Payline

Reportable For Tax Purposes:
- Personal Use of Auto
- Housing Reportable Value
- Subsistence Reportable Value

Employee Awards:
- Deminimus Value of $75 or less
MSS Overview – Supplemental Pay (Defined Term Payments)

**Types of Defined Term Supplemental Pays**

- **Temporary Assignment:**
  - Addendum to Contract
  - Part of Job Description
  - Addition to Job Responsibilities

- **Instruction:**
  - Overload
  - Academic Consortiums
  - Course Delivery Incentive
  - Academic Admin Assignment

- **Allowances:**
  - Car
  - Housing
  - Subsistence

**Workflow for Approval**

**Notification Provided by MSS**

**Employee Job Data Updated**

**Workflow for Approval**

**Employee Receives Compensation**

**Last Updated 07.19.2019**