Types of Ad Hoc Salary Requests

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

Employee Compensation Update Required

Manager

Base Pay Adjustment?
Yes
Ad Hoc Salary Request Form Completed
Initiate MSS Ad Hoc Salary Request

No
Supplemental Pay

Employee Receives Compensation

Workflow for Approval

Notification Provided by MSS
Manual Update of Job Data
PY002

OneUSG Connect MSS

Employee

Supplemental Pay

HR Practitioner
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
  - Research Subject Fee

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:**
  - Value of Awards > $75
  - Deninimus Value of $75 or less

Workflow for Approval

- **PY Practitioner**
  - A
- **Manager**
  - B
- **Employee**
  - AdHoc Sal
  - Supplemental Pay Required
  - Defined Term Pymt
  - Yes
  - More Than One Payment?
  - No
  - Pay Type in MSS Supplemental Pay?
  - No
  - Yes
  - Complete One-Time Supplemental Pay Request Form
  - Initiate MSS Supplemental Pay Request
  - Yes
  - Data Provided via MSS
  - Create Additional Pay
  - Receiving Salary Adjustment
  - B
  - PY JA007
  - PY JA012
  - PY JA016
  - Create Payline Adj
  - PY002
  - Create Additional Pay
  - Data Provided via MSS
MSS Overview – Supplemental Pay (Defined Term Payments)

Last Updated 05.06.2019

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

Employee Receives Compensation

Complete Defined Term Supplemental Pay Request Form

Initiate MSS Supplemental Pay Request

Employee Supp Pay Required

One-Time Supp Pay

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

Notification Provided by MSS

Employee Job Data Updated

PY002