Ad Hoc Salary Request Process

Types of Ad Hoc Base Salary Requests

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

Yes

No

Supplemental Pay

Employee Compensation Update Required

Manager

Base Pay Adjustment?

Yes

No

Employee Receives Compensation

Ad Hoc Base Salary Request Form Completed

Initiate Internal Workflow

HR Practitioner

Workflow for Approval

Manually Update of Job Data

PY002
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

Employee 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 Value
- Subsistence Value
- EE Awards < $75
- TAP > $5250
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 Programs
  - Course Delivery Incentive
  - Academic Faculty Admin Assignment

- Allowances:
  - Car
  - Housing
  - Subsistence

Manager

- Complete Defined Term Supplemental Pay Request Form
- Initiate Internal Supplemental Pay Request Process

HR Practitioner

- Workflow for Approval
- HR: Employee Job Data Updated
- PY002

Employee

- One-Time Supp Pay
- Supplemental Pay Required
- Employee Receives Compensation
Base Salary Adjustment Options:
- Compression Adjustment
- Equity Adjustment
- In-Range Adjustment
- Market Adjustment
- Merit Increase

Will the employee’s base salary be adjusted?

Yes

Complete Ad Hoc Base Salary Update Request Form with Appropriate Approvals

Does my institution use MSS?

Yes

Access and Initiate Request Ad Hoc Salary Change in MSS (see Job Aid)

No

Initiate Institution Specific Workflow

HR: Manual Update of Job Data

Job Data Flow to Payroll

Payroll Processes

Employee Receives Pay