

Supplemental Pay Pre-Authorization Form

Use this form for authorization for Supplemental Pay above the employee's regular budgeted salary. Do not use this form to pay non-exempt employees for overtime worked. Direct supervisors authorizing Supplemental Pay are responsible for ensuring compliance with Policy URP: V.13.a. and submitting the Manager Self Service Task Payment in Oracle upon approval.

Name: _____ Contact: _____
Title: _____ Requesting Department Account Number: _____
Primary Department: _____ Requesting Department: _____
Return form to: _____ Employee Type: _____

Check the appropriate box and complete the section applicable:

Task Payment- One-time payment for services or projects with specified duration.

Total estimated payment: _____ Amount per payment: _____
Date work is to begin: _____ Date work is to be completed: _____
Describe the service or project to be performed and how the rate of pay was calculated:

Additional Compensation- Payment for work that is in addition to employee's regularly assigned duties.

Total estimated payment: _____ Amount per payment: _____
Date work is to begin: _____ Date work is to be completed: _____
Describe the service or project to be performed and how the rate of pay was calculated:

Acting or Interim Pay- Payment that temporarily augments the base salary. When the interim assignment ends, the salary reverts to the employee's base salary.

Amount per month: _____ Interim start date: _____ Interim end date: _____
Funding verification: _____ HR Compensation: _____
Justification for the Interim Role and how the rate of pay was calculated:

Employee Certification: *I hereby certify that the above referenced duties are outside my normal duties and will be performed outside of my normal work hours.*

Employee Signature

Employee's Direct Supervisor

Administrative Signatures: *I agree that all conditions in Policy URP: V.13.a have been met and the employee is qualified for supplemental pay.*

Requesting Department Head

Requesting Department Dean
(academic departments)

Manager, Academic Resources
(academic departments)

Requesting VP/Provost/Chancellor

Research & Sponsored Programs

Reviewed by Human Resources

Vice President Finance & Administration