

# Supplemental Pay Request

Return to Human Resources: 3201 Arch St, Suite 430 | Email to [hr@drexel.edu](mailto:hr@drexel.edu) or Fax to 215.895.5813

Employee of  Initiator Name/Phone/Date Prepared

Supplemental Pay may only be granted to active *faculty and exempt professional staff* who have performed work *outside* their normal duties and responsibilities. It may *not* be used for non-exempt employees, past employees, independent contractors or external consultants. Non-exempt employees *must* record all their hours worked through the payroll time reporting system to ensure proper payment of overtime compensation. The Human Resources department *must approve* the supplemental payment prior to any commitment by the department to pay the employee.

**EMPLOYEE INFORMATION**

Employee Name  University ID   
 Position Number/Title

**SUPPLEMENTAL PAY INFORMATION**

Date(s) Worked  Hours Worked  Dollar Amount

Payment Reason/Justification (submit additional pages, if necessary)

**FUNDING SOURCE**

FUND	ORGN	ACCOUNT	ACTIVITY CODE	COST CENTER TITLE	AMOUNT
				TOTAL	

**BUDGET TRANSFER INFORMATION - FROM**

FUND	ORGN	ACCOUNT	ACTIVITY CODE	COST CENTER TITLE	AMOUNT
				TOTAL	

**BUDGET TRANSFER INFORMATION - TO**

FUND	ORGN	ACCOUNT	ACTIVITY CODE	COST CENTER TITLE	AMOUNT
				TOTAL	

**APPROVALS (All signatures lines required, including PI if grant-funded)**

Supervisor/Dept Head \_\_\_\_\_ Date \_\_\_\_\_  
 PI/Cost Center Admin \_\_\_\_\_ Date \_\_\_\_\_  
 Dean/Director \_\_\_\_\_ Date \_\_\_\_\_  
 SVP/Provost \_\_\_\_\_ Date \_\_\_\_\_

*For internal use only*

Research	Compensation	HRIS	Payroll
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## Supplemental Pay Guidelines

Supplemental payments are utilized as a way to provide one time, additional taxable compensation for work performed outside of normal job responsibilities by faculty and exempt professional (monthly) staff. The department where the work is being performed must demonstrate that the employee is engaged in University activity requiring effort that is beyond the scope of what is defined in the duties and responsibilities of the employee's regular position. For example, a supplemental pay may be utilized for a faculty member performing clinical duties at another hospital, or for an exempt professional (monthly) staff employee for publishing an article outside of their normal job duties.

Written justification is required for all supplemental payment requests. Justification must include rationale for requested payment, a detailed description of work involved, an explanation of the relationship between the additional work and the employee's normal job responsibilities, and the estimated time period during which the work is to be performed.

Supplemental payments are not to be awarded for additional work performed within the employee's regular department that may be considered as part of the employee's normal job function. Supplemental pay is not intended to cover brief periods or short-term absence of other department personnel, for example when one employee fills in for another employee on vacation.

Supplemental payments are not intended to be utilized as long-term or ongoing compensation strategies. To address longer term needs (i.e. interim assignments), departments may consider payments through a secondary role until such time additional or extraordinary work requirements are satisfied. To designate a secondary role, the Authorization to Hire form should be utilized. A job description is required. This form may be found at [drexel.edu/hr/management/forms](https://drexel.edu/hr/management/forms).

Human Resources must approve the supplemental payment request prior to any commitment by the department to pay the employee. A prior commitment to an employee will not be honored if the supplemental payment is deemed inappropriate.

Non-exempt employees must record all their hours worked through the payroll time reporting system to ensure proper payment of overtime compensation. Therefore, a supplemental payment may not be utilized.

The supplemental pay form may only be used for active Drexel University, Academy of Natural Sciences of Drexel University, or Drexel University Online employees. It may not be used for past employees, independent contractors or external consultants. For information on payments to independent contractors, the policy may be found at [drexel.edu/comptroller/general-accounting/policies-procedures/](https://drexel.edu/comptroller/general-accounting/policies-procedures/).

## Supplemental Compensation Request Process

All fields on the form must be completed.

Written justification is to be provided in the comments box. An additional page may be attached if more space is required.

All funding codes must be indicated.

All appropriate authorities must sign the Supplemental Pay Form prior to submitting the form to Human Resources. The required signatures are indicated on the form.

Once the appropriate signatures have been obtained, the form should be sent to Human Resources for review, approval and processing. The Compensation Department will review the form and determine if the supplemental pay and pay rate are appropriate. The submitting department will be contacted if further information or action is required. Human Resources will send the approved form to Payroll for payment distribution.

Payment of supplemental pay will be made in the next regularly scheduled payroll after it is received in Payroll. The supplemental pay is considered additional compensation subject to all federal, state, local and employment tax withholdings, and reporting on Form W-2.