



2.9 Extra Compensation for Faculty & Staff

Policy Statement

Extra compensation is defined as compensation paid to an employee in excess of the employee's full-time salary. Prior to scheduling work for which extra compensation could possibly be paid to University faculty and exempt staff employees, approval must be obtained in writing using the "Request for Extra Compensation for Faculty & Exempt Staff" and "Extra Compensation for Biweekly Employees" forms.

Reason for policy

In accordance with Board of Regents policy, extra compensation may be paid to faculty and University staff for participating in appropriate University instructional, research, or service activities when all four of the following conditions are met:

- The work is carried in addition to a normal full load.
- No qualified person is available to carry the work as part of his/her normal load.
- The work produces sufficient income to be self-supporting.
- The additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, the payment amount must be consistent with compensation paid for performance of the employee's normal duties.

Note: These conditions apply to both exempt staff AND biweekly employees.

Procedures

The following four conditions must be met for faculty and staff to receive extra compensation:

- The work is carried in addition to a normal full load.
- No qualified person is available to carry the work as part of his/her normal load.
- The work produces sufficient income to be self-supporting.
- The additional duties are not so heavy as to interfere with the performance of regular duties.

The "Request for Extra Compensation for Faculty & Exempt Staff" form must be completed by the requesting department and approved. A link to this form can be found below in the Forms/Instructions section. The form should be completed as follows:

- **Date Submitted:** Date that the form is completed and submitted to Payroll
- **Employee's Name:** Name of employee as listed on payroll records
- **Last 4 Digits of Employee's SSN:** Last 4 digits of employee's social security number
- **Home Department Information**
 - **Employee's Title:** Position employee currently holds.
 - **Employee's Department:** Department where employee currently works.
 - **Employee's School/College/Division:** School/college/division where the employee's current department is located.
 - **Employee's Annual Salary:** Current salary of employee.
 - **Contract:** Indicate what kind of contract the employee is currently working under- academic, fiscal, or no contract.
- **Requesting Department Information**
 - **Requesting Department:** Department requesting additional work from employee.
 - **School/College Division:** School/college/division where requesting department is located.

- **Funding Source for Extra Compensation:** Indicate where the funds for additional payment are coming from.
- **Funding Source Account Number:** Indicate the specific account number of the funding source.
- **Title of Program or Service Function:** Indicate the role the employee will be filling.
- **No.Hours This Request:** Number of hours the additional work is expected to take.
- **Dates From/To:** Dates when the extra work will be performed.
- **Amount:** Amount of extra compensation to be paid.
- **Approved By:** Must be signed by both the Home Department and Requesting Department Heads, as well as the Requesting Department Dean/VP and Requesting Department Senior VP or President. Before the home department head approves the extra compensation request, he/she should check to make sure that the employee's supervisor is aware of the work being done for extra compensation.
- **Description of Work:** A brief description of the additional work to be performed should be provided, as well as an explanation of why the additional compensation is necessary. This is to ensure that necessary conditions for the arrangement are met.

After all signatures have been obtained, the form should be returned to the requesting department, who then will forward it to the Payroll Department. Additionally, the requesting department should list the amount shown in the "Amount" field on their monthly payroll as "Special Comp."

Forms/Instructions

[Request for Special Pay for Faculty & Exempt Staff](#)

[Changes to Salaries and Compensation Rates \(including Supplemental Pay\)](#)

Additional contacts

Debbie Christopher

Phone Number: 706-542-6966

Policy definitions

Extra Compensation Payments: In unique circumstances, payments are made to employees in addition to their regular UGA pay. Extra comp payments are taxed at a rate of 25% for Federal tax and 6% for State tax. Some examples of types of Extra Comp payments include monthly extra comp payments, bi-weekly extra comp payments, payments for Consulting Service Agreements between Institutions, and foundation award payments.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Finance Division

Policy Owner: [Payroll](#)

Policy Contact: [Julie Camp](#)

Phone Number: 706-542-3431

Record Retention

This series consists of pay documents, which substantiate and, in part, authorize the issuance of payroll checks for particular amounts for both regular payroll and for extra compensation or overtime payroll. This series may include but is not limited to payroll/budget request forms, timesheets, and time cards.

Record Copy: Payroll

Retention: 5 years

Citation or Reference: Board of Regents: [Payroll Records 0472-04-25](#)

‹ [Limitation of Summer Faculty Pay](#) | [Employee vs. Independent Contractor](#) ›

Policy Dates

Effective Date:

Date Last Updated: 01/06/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: