



FACULTY SUPPLEMENTAL PAY TRANSACTIONS

Office of Faculty Affairs
February 23, 2021

KEY CONCEPTS

Supplemental Pay vs. Ad-Hoc Salary Transactions

- Supplemental Pay: payments to employees that are processed through payroll in addition to an employee's regular, base salary
- Ad-Hoc Salary: MSS Transaction used to process salary transactions when an employee's base salary is changing

Defined-Term vs. One-Time Payments

- Defined-Term Payments: recurring payments over a series of pay periods
- One-Time Payments: payments that are paid in a single pay period

KEY CONCEPTS

Effective Dates

- For One-Time Payments, the effective dates should be the first and last days of the pay period
- For Defined-Term Payments, the effective dates should be the first and last day of the assignment, based on the terms outlined in the offer letter

Amounts

- For One-Time payments, use the total payment
- For Defined-Term payments, use the amount to be paid per pay period

Supplemental Pay Matrix for Faculty

Revised 01/31/2022

Action	Supplemental Pay Type	OneUSG Connect Supplemental Pay Code	Required Attachment(s)	Notes to Include in Transaction Comments
Relocation Assistance Payment	one-time	Taxable Moving Expenses	Relocation Repayment Agreement , Executed offer letter	Include where the employee moved from and to in comments.
Executive Education Courses	one-time	Faculty Temp Assignment	Scheller/GTPE Forms^	State payment is for teaching EMBA and the course name, number, and Dates
Online Master's Program Courses	one-time	OMS CS (GT) <i>Use for all OMS programs</i>	GTPE Forms^	State the nature of the request and for what course the payment is being requested
GTPE Non-Credit Courses	one-time	Faculty Temp Assignment	GTPE Forms^	State payment is for teaching a non-credit GTPE course and include course name
Faculty Temp Assignment (other)	one-time	Faculty Temp Assignment	[None]	Include duties, department for whom duties were performed, and dates
Administrative Appointment Supplement	defined-term	Academic Admin Assignment	Letter	Administrative Title. If interim, include that it is interim
Course Overload	defined-term	Overload	USG Overload Form	Class(es) Taught
Additional Duties – Adding Teaching (For academic professionals, professors of the practice, researchers and postdocs for whom teaching is not part of their regular assignment)	defined-term	Add't to Job Responsibilities	Letter	State that it is for teaching [insert course number]
Additional Duties – Adding Teaching (For classified staff positions)	defined-term	Add't to Job Responsibilities	Letter	State that payment is for teaching [insert course number]
Additional Duties (interim, non-administrative duties)	defined-term	Add't to Job Responsibilities	Letter	Summary of assignment
Car Allowance	defined-term	Car Allowance	Letter	
Housing Allowance	defined-term	Housing Allowance	letter	
Subsistence	defined-term	Subsistence	letter	
Incentive Compensation & Award Payments (Approved first through GTHR process*)	one-time	Critical Hire Incentive	GTHR Award Payment Request *	
	one-time	Employee Award	GTHR Award Payment Request *	
	one-time	Employee Suggestion Program	GTHR Award Payment Request *	
	one-time	Goal Based Incentive	GTHR Award Payment Request *	

Gregory Hampton must be inserted as Ad-Hoc Approver after Level 4 (FA) and prior to Level 5 (GTHR) on all faculty supplemental pay transactions.

*See forms for additional required approver information.

^Faculty Affairs supports the units who require these forms. The attachment is not required for Faculty Affairs processing so long as GTPE and/or Scheller have approved and acknowledged in transaction comments that the forms are not required.

Note that these are minimum requirements. Additional attachments and/or comments may be necessary at the discretion of the unit or Faculty Affairs.

ADMINISTRATIVE APPOINTMENTS

- If the base salary is changing, the change to base salary is required on the transfer transaction.
- A defined-term supplemental Pay transaction with the reason Administrative Assignment is also required for the administrative supplement.
- The end date should be the end date in the offer letter.

INTERIM PAY

- Faculty should be transferred into the interim position.
- If the faculty member is relinquishing their former job to take on new responsibilities, the reason should be Faculty Temp Assignment.
- If the faculty member is retaining the responsibilities of both positions, the reason should be Add't Job Responsibilities.
- The offer letter should be attached in both instances.

COURSE OVERLOADS

- GT-TRACS Packages are NOT required
- Used for all for-credit courses outside of OMS and Executive Education
- Must be approved prior to the beginning of the semester
- Faculty Affairs may reach out with questions regarding workload
- Overload Form is required

RELOCATION ASSISTANCE FUNDS

- Must request allocation in GT-TRACS package for any Institute -level funds prior to submitting the request
- Request should be submitted using a local (unit-level) account/ worktag
- Relocation Repayment Agreement is required for all new hires
- Signed offer letter is required for all relocation payments
- Receipts are required if we are reimbursing a current Georgia Tech faculty member whose assignment is changing – if we are reimbursing for **ACTUAL COSTS**

GEORGIA TECH LORRAINE FACULTY

- GTL faculty are currently reimbursed for actual expenses
- Faculty Affairs is currently working with GTL on a formula that will be used going forward for faculty where housing, cost of living, and car allowances will be processed via defined-term payments
- Relocation will continue to be processed via travel expense or one-time supplemental pay transaction, depending on the length of the assignment
- More detailed instructions will be provided to the schools who have faculty teaching at GTL

COMMON ERRORS

- Incorrect or missing ad hoc approvers/reviewers
- Incorrect reason code
- Missing attachments
- Attachments include the name(s) of other employees
- For defined-term transactions, the incorrect amount is entered
- Effective dates and payroll deadlines

RESOURCES

- How Do I Submit a Supplemental Pay Request
https://gatech.service-now.com/kb_view.do?sysparm_article=KB0024726
- One-Time Payment Form
[https://usg.service-now.com/nav_to.do?uri=%2F\\$viewer.do%3Fsysparm_stack%3Dno%26sysparm_sys_id%3Dc6d5514fdb361c5461405688dc9619dc](https://usg.service-now.com/nav_to.do?uri=%2F$viewer.do%3Fsysparm_stack%3Dno%26sysparm_sys_id%3Dc6d5514fdb361c5461405688dc9619dc)
- Defined-Term Payment Form
https://usg.service-now.com/sys_attachment.do?sys_id=d1341d8fdbf21c5461405688dc96193d&view=true
- Overload Form
https://usg.service-now.com/sys_attachment.do?sys_id=86b7950bdbb61c5461405688dc961925&view=true
- Employee Award Form
https://ohr.gatech.edu/sites/default/files/documents/AVP/gthr_award_requestform_050720.pdf
- Relocation Repayment Agreement
https://hr.gatech.edu/sites/default/files/documents/Payroll/hr_-_relocation_-_repayment_agreement.pdf

Q & A

