



## MSU Denver Salary Supplement Agreement

The purpose of this agreement is to clearly identify the roles and responsibilities of each party as they relate to the supplemental work required for this project. This document must be completed prior to the work starting.

Supplemental Pay may only be granted to active employees who have performed work outside their normal duties and responsibilities. It may not be used for past employees, independent contractors or external consultants. Employees eligible for overtime **must** record all their hours worked through the payroll time reporting system to ensure proper payment of overtime compensation. All supplemental pay needs to be approved by the employee's supervisor prior to performing the work. Once all approvals are received in Human Resources, payment will be processed.

### Employee Information:

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Employee Classification: \_\_\_\_\_

### Project:

Timeline: \_\_\_\_\_

Estimated hours: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Total Amount of Payment: \_\_\_\_\_ One-time or Recurring Payment: \_\_\_\_\_

Total Monthly Amount of Payment: \_\_\_\_\_

FOAPAL Information: \_\_\_\_\_

\_\_\_\_\_

### Signatures:

Employee Printed Name and Signature: \_\_\_\_\_

Supervisor Printed Name and Signature: \_\_\_\_\_

Chair/Dean/Director Printed Name and Signature: \_\_\_\_\_

Fiscal Manager Printed Name and Signature: \_\_\_\_\_

Funding Oversight Printed Name and Signature: \_\_\_\_\_



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 professional 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.

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 payments are not intended to be utilized as long-term or ongoing compensation strategies. To address longer term needs, departments should contact Human Resources to discuss options for filling the need permanently.

A prior commitment to an employee will not be honored if the supplemental payment is deemed inappropriate.

Overtime eligible 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.

All supplemental pay needs to be approved by the employee's supervisor prior to performing the work.

### **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 filing. An Electronic Personnel Action Form (ePAF) must be completed to ensure payment.

The submitting department will be contacted if further information or action is required.

Payment of supplemental pay will be made in the next regularly scheduled payroll after the ePAF has been submitted, provided ePAF was submitted by the monthly ePAF deadline. If not, payment will be made the following month. The supplemental pay is considered additional compensation subject to all federal, state, local and employment tax withholdings, retirement withholdings and reporting on Form W-2.