

## Supplemental Pay Form – Non-Teaching Payments

Use the Supplemental Pay webform to pay University employees for the following non-teaching reasons.

### Definitions and Usage

**Award** – a payment made in recognition of a past accomplishment. This is often awarded after a nomination and selection process.

**Honorarium/Lecture** - a nominal, one-time, payment made to an employee (person with scholarly or professional expertise), for a special and non-recurring activity/event/lecture for which a fee is not legally or traditionally required. It is provided as a token of appreciation, or a “thank you”, for voluntary participation in the University’s educational, research, or public service activities or events, and not as a contractual obligation to pay for services rendered.

**Research** – a payment made for sponsored research activities outside the scope of a position’s regular workload. A faculty member doing research during the summer will elect to have retirement contributions apply to the payments or not; the Earnings Code chosen in Step 2 determines this.

**Student Stipend** – a payment made to a student who performs activities, generally recognized as extracurricular, conducted primarily for educational opportunities, or a residence hall assistant receiving remuneration. A supplemental pay form can be submitted for a student if they are currently active in a student position. If the student has not yet been hired, undergraduate students should be hired as Student Workers (Class I to IV), and graduate students should be hired as Graduate Student Labor. **IMPORTANT NOTE:** Students being paid via supplemental pay webforms should not clock in or out of UD Workforce for this specific work.

**Other Payments** (not all payment reasons are available to every employee type)

- **Bonus** – a payment made as a reward for an accomplishment or project.
- **Commission** – a payment made as part an incentive program.
- **Fellowship** – used to pay GUR and UDRF stipend awards.
- **Grad Fellowship** - used to pay CTAL/DELPHI stipend awards.
- **Overtime** - a payment made to specific exempt positions where it is customary to pay overtime (SHS, EHS, UDPD and PT Clinic) and where overtime is not paid through UD WorkForce.
- **Physical Fitness Incentive** – a payment made to Police Officer who achieve the 60th percentile or higher on the annual fitness test per FPO CBA.
- **Shore Leave Buyout** – a payment made to compensate mariner personnel for shore leave earned but not used. See “Shore Leave and Sailing Rotation Policy – Mariners” for more info.
- **Signing Bonus** – a payment made that was negotiated as part of the hire process.
- **Supplemental Pay** – used for paying for additional duties performed that are unrelated to the employee’s current position scope. Generally performed outside of the employee’s work hours.
- **Research Subject** – a payment made for participation in a research project
- **Taxable Moving Expenses** – used for paying for new hire employees’ relocation reimbursements

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## Non-Teaching Payments

You will need the following information to complete a Supplemental Pay form:

- Business reason for making the payment
- Contract and payment dates
- Funding information (Speedtype, Account, Class, etc.)
- Payment amount
- Pay reason (including justification and payment calculation)
- Overtime payments – have dates and hours of overtime hours worked

The following instructions are for a **Research** payment, differences with other payments will be noted.

### Step 1 - Identify employee

#### Identify employee

**Employee ID:** Enter all or part of the name or UD email address, then choose the appropriate person from the list displayed.

Burrow, Joe (999999999)

✖ Exit without saving
📁 Save & exit (not submitted)
Next step →

**Employee ID**  
Use “smart lookup”.  
You can enter: UD ID,  
last name, or email.

### Step 2 – Contract information

#### Employee information

**Employee:** Burrow,Joe (99999)

**Salary admin. plan:** 211

**Position title:** Associate Professor (10003395)

**Department:** Football & Soccer Studies (02522)

**Academic rank:** Associate Professor (002)

**Pay group:** Semimonthly Regular (SRG)

**Contract type and period:** Academic Contract (A) 9

**HR liaison:** [Rapinoe,Megan \(88888888\)](#) ✕

**Choose a Reason:**  
**Award, Honoraria/Lecture,  
Research, Student Stipend  
or Other Payment**

The reasons listed are based  
on the employee’s **Salary  
Admin Plan.**

#### Contract information

**Reason:** 07 Research ▾

**Earnings code:** Select an Earnings Code from the drop-down list.

FSR S-Contract Fac Summer w/ Retir

**Choose Earnings code**  
The dropdown choices are  
based on employee’s Salary  
Admin Plan and Reason chosen.

← Previous step
✖ Exit without saving
📁 Save & exit (not submitted)
Next step →

### Step 3 – Contract timeframe

#### Contract timeframe

**Semester**  
Select appropriate semester

**Semester:**

**Contract dates:** \* **Begin date**   **End date**

(use format mm/dd/yyyy)

**Payment dates:** \* **Begin date**   **End date**

(use format mm/dd/yyyy)

**Contract dates** - Enter the dates for the course. (The begin/end dates cannot be the same.)

**Payment dates** - Usually, same a Contract dates. If different, then begin/end dates should reflect upcoming pay period. (Cannot be dates in the past or the same date.)

### Step 3a – Student Stipend (used to pay a student who performs activities, generally recognized as extracurricular, conducted primarily for educational opportunities, or a residence hall assistant receiving remuneration.)

#### Stipend assignment information

**SFC (FLSA Code):**

**Weekly hours:**

**SFC (FLSA Code)**  
Enter the Code previously provided by HR-Class & Comp

**Weekly hours**  
Enter the number of hours

#### Payment

**Pay this amount:** \$

**Pay reason:** Include reason for all payments.

Employee deemed non-employee student per Comp & Class

(maximum 4,000 characters)

**Pay reason**  
Enter an explanation for the payment

**Step 3b – Payment** (used for **non-overtime** payments)

**Payment**

**Pay this amount:**  **to Burrow, Joe**

(use format n.nn)

**Pay reason:** Include reason for all payments.

(maximum 4,000 characters)

**Pay this amount**  
Enter the payment amount

**Pay reason**  
Enter an explanation for the payment

When a *Memorandum of Understanding (MOU)* is applicable to the type of payment:

- Add the Compensation ID to which it applies.

**Step 3c – Daily time report** - used for **overtime** payments for UDPD, EHS, SHS and PT Clinic. (All other overtime payments should be paid through UD WorkForce.)

In this scenario, STEP 2: Reason = **Other Payment** and Earning Code = **OT5 Sal. Staff Overtime/1.5 X**

**Daily time report**

Date	Overtime hours worked	Action
1. <input type="text" value="06/02/2023"/>	<input type="text" value="2.5"/>	<input type="button" value="Remove"/>
2. <input type="text" value="06/03/2023"/>	<input type="text" value="3"/>	<input type="button" value="Remove"/>
3. <input type="text" value="06/04/2023"/> <small>(use format mm/dd/yyyy)</small>	<input type="text" value="4.5"/>	<input type="button" value="Save"/>

**Total hours:**

**Hourly rate:**   
(use format n.nn)

**Pay this amount:**

**For each day, enter a Date and Overtime hours worked**

Click **Save** to open a new row.

Repeat until all OT hours have been entered.

**Hourly rate** – enter the employee’s regular hourly rate.

The Earnings code chosen in Step 2 determines if the pay is straight pay, 1.5 x or double-time.

**Pay this amount** is auto calculated.

**In this example:**  
\$10 hourly rate x 10 hours x 1.5 OT = \$150.



**Step 3c – Payment** (used for overtime payments)

**Payment**

**Pay this amount:**  **to Saville,John**  
(use format n.nn)

**Pay reason:** Include reason for all payments.  
  
(maximum 4,000 characters)

**Pay reason**  
Enter an explanation for the payment.

[← Previous step](#) [✖ Exit without saving](#) [📁 Save & exit \(not submitted\)](#) [Next step →](#)



### Step 4 – Funding information

**Funding information**

Total payment amount: \$5000.00

Chartfield information	Amount	Action
1. SpeedType: * CHEM32	\$	Save
Chartfield total		

**SpeedType:** type the beginning of the SpeedType to see a list and then select the correct one.

**Funding information**

Total payment amount: \$5000.00

Chartfield information	Amount	Action
1. SpeedType: * CHEM329999 NFL MHGM BURROW Purpose: CHEM329999 – NFL MHGM BURROW Account: * 121305 FACULTY FULL-TIME (BARGAINING) Class: * 000 CLASS 000 Dept ID: 02522 - CHEMISTRY & BIOCHEMISTRY Fund: OPBAL - OPERATING BALANCE Program: RSCH1 - FEDERAL RESEARCH Source: 3300000000 Userfield: Project ID/Grant: CHEM32299992000 - NFL MHGM BURROW Contract: R5599KL99A Project End Date: 02/29/2024	\$ 4,000.00	Save
Chartfield total	\$ 4,000.00	

**1. Amount:** enter the amount for this line of funding.

Enter **2. SpeedType** and choose from list  
**3. Account:**  
 Enter value if it was not auto populated. (Auto-populated value can be changed if needed.)  
**4. Class – 000** (always)  
**5. If appropriate, add:**

- Userfield
- Project ID/Grant

Note:  
**Project ID/Grant** and other fields will auto-populate when a grant Speedtype was chosen.

Click **Done** if you entered or changed the Chartfield information.  
 Click **Save** when finished.  
 Add another funding line or click **Next step**

**Step 4 - Funding information (cont'd) – If needed, add another line of funding**  
**Step 4 - Estimated per pay amounts**

**Funding information**

Total payment amount: **\$5000.00** 7

Chartfield information	Amount	Action
<b>1.</b> SpeedType: CHEM329999 – CHEM329999 CHE NFL MHGM NFL MHGM EQU BURROW BURROW ROZ Account: 1211000 - FACULTY FULL-TIME (BARGAINING) Class: 100 – CLASS 100 Dept ID: 02522 - CHEMISTRY & BIOCHEMISTRY Fund: OPBAL – OPERATING BALANCE Program: INST2 - DEPARTMENTAL RESEARCH Project ID/Grant: CHEM3299992100 NFL SUPPL MHGM BURROW Contract: R5599LK99A NFL REBUILD DE Project End Date: 09/09/2021 <input type="button" value="Edit"/>	\$ 4,000.00	<input type="button" value="Remove"/>
<b>2.</b> <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">2</span> SpeedType: * CHEM175999 <input type="button" value="x"/> CHEM329999 – COST SHARE NFL <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">3</span> Purpose: CHEM329999 – COST SHARE NFL <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">3</span> Account: * 121100 FACULTY FULL-TIME (BARGAINING) <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">4</span> Class: * 100 CLASS 000 Dept ID: 03110 - CHEMICAL & BIOMOLECULAR ENGR Fund: OPBAL - OPERATING BALANCE Program: INST2 - DEPARTMENTAL RESEARCH Userfield: <input type="text"/> Project ID/Grant: CHEM3299992100 – NFL SUPPL MHGM BURROW Contract: R5599LK99A Project End Date: 09/09/2021 <input type="button" value="Done"/> <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">5</span>	\$ 1,000.00 <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">1</span>	<input type="button" value="Save"/>
<b>Chartfield total</b>	\$ 5000.00 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>	

To add another funding line, enter:

1. **Amount**
2. **SpeedType**
3. **Account**
4. **Class is 000** (always)
5. Click **Done**
6. Click **Next step** when the funding is complete.

**Line 1**

**Line 2**

**7. Make sure Chartfield total is the same as the Total payment amount (above).**

**Estimated per pay amounts**

Payroll date	Per pay amount	Work days
06/15/2023	1800.00	9
06/30/2023	2200.00	11
07/15/2023	1000.00	5

**Estimated per pay amount displays the expected pay distribution(s).**

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### Step 5 – Routing

#### Routing

**Form Originator** [Taylor,Zac](#) ✉

**Comments:**

**Attachment(s):**  
Use the **Browse** or **Choose file** button to locate the file(s) on your local drive. The sum of all attached files must be less than 31 M

1  No file selected.

**Attachment(s):**  
If an attachment is warranted, use the **Browse** button to locate the document.

Attach completed **FLSA Form** when required.

- HR-Class & Comp will receive the FLSA Form as part of the approval process of the webform.

Attach *approved Memorandum of Understanding (MOU)* when required.

Copy

Copy

**Supervisor** \*

Choose the: **Supervisor, Purpose Administrator(s) and Final Approver.**

Add other **Approvers** or **Copy** recipients if needed.

**Purpose Code Administrator** \*

**Purpose Code Administrator** \*

**Approver** [Graduate Office](#)

**Final Approver** \*

**Supervisor and Purpose Code Administrator** can make these updates to their copies of the form:

- **Payment information**
- **and/or Funding information**

All other roles can only review, approve or reject/return the form to the **Originator**.

Payroll Office [Payroll Office](#)

Copy [HR PS](#)

Copy [Taylor,Zac](#) ✉

Copy [Burrow,Joe](#) ✉

Copy [Classification/Compensation Office](#)