

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.

Non-Benefited FLSA Exempt Stipend – payment made to a non-benefited employee who meets the Fair Labor Standards Act (FLSA) exemption criteria (e.g., salary basis and duties tests) and receives a stipend payment rather than hourly wages for the work performed. The FLSA Evaluation form must be approved by HR before the stipend payment can be processed.

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 \(88888888\)](#)

Contract information

Reason: 07 Research

Earnings code: Select an Earnings Code from the drop-down list.
FSR S-Contract Fac Summer w/ Retir

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

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

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

Choose Earnings code

The dropdown choices are based on employee's Salary Admin Plan and Reason chosen.

Step 3 – Contract timeframe

Contract timeframe

Semester: 2023 Summer 1 (2235)

Contract dates: * Begin date: 06/05/2023 End date: 07/07/2023
(use format mm/dd/yyyy)

Payment dates: * Begin date: 06/05/2023 End date: 07/07/2023
(use format mm/dd/yyyy)

Semester
Select appropriate semester

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.)

OR

Step 3a – Non-Benefited FLSA Exempt Stipend (used to pay a non-benefited employee who meets the FLSA exemption criteria, including supplemental professional payments and non-teaching payments for adjunct faculty.)

Stipend assignment information

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

Weekly hours: Weekly hours
Enter the number of hours

Payment

Pay this amount: \$

Pay reason: Include reason for all payments.
 Pay reason
Enter an explanation for the payment

(maximum 4,000 characters)

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

Payment

Pay this amount: \$ **to Burrow, Joe** Pay this amount
Enter the payment amount

(use format n.nn)

Pay reason: Include reason for all payments.
 Pay reason
Enter an explanation for the payment

(maximum 4,000 characters)

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.

Overtime earned working during Alumni Weekend.

(maximum 4,000 characters)

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

Pay reason
Enter an explanation for the payment.



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
1. 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"/>
2. 2 SpeedType: * CHEM175999 <input type="button" value="x"/> CHEM329999 – COST SHARE NFL 3 Purpose: CHEM329999 – COST SHARE NFL 3 Account: * 121100 FACULTY FULL-TIME (BARGAINING) 4 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"/> 5	\$ 1,000.00 1	<input type="button" value="Save"/>
Chartfield total	\$ 5000.00 7	

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.

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 MB.

1 Browse... No file selected. At

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

Copy

Supervisor * Choose one

Purpose Code Administrator * Choose one

Purpose Code Administrator * Choose one

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

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

Approver [Graduate Office](#)

Final Approver * Choose one

Payroll Office [Payroll Office](#)

Copy [HR PS](#)

Copy [Taylor,Zac](#)

Copy [Burrow,Joe](#)

Copy [Classification/Compensation Office](#)

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**.

← Previous step
✗ Exit without saving
📁 Save & exit (not submitted)
✔ Finish & submit