

## Supplemental Pay Webform Form – Teaching

Departments initiate a Supplemental Pay form for teaching courses for these situations:

- Regular faculty members teaching Winter/Summer session or Fall/Spring overload
- Adjunct faculty and supplemental professionals teaching credit, ELI or Continuing Education courses
- Benefited employees (staff) teaching as an additional assignment beyond their regular workload
- Graduate student employees teaching credit courses

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### You will need the following information to start a Supplemental Pay form for teaching:

- Course and section number(s) and semester
  - Continuing Education only – course title
- Contract and Payment dates
- Funding information (Speedtype, Account, Class, etc.)
- Payment amount
- Pay reason (including justification and payment calculation)

### Step 1 – Identify Employee

This form must be received in Personnel Records Office no later than 12 noon 02/28/2023 to be included in the paycheck dated 03/15/2023. For use with both bi-weekly and semi-monthly being paid a contract amount. If you have questions, contact HR Records at (302) 831-2171 or email [hrrsystemsadmin@udel.edu](mailto:hrrsystemsadmin@udel.edu).

Symbol key: \* required information, ▲ Error

**Form Originator**

Originated by: Taylor, Zac (60606)  
Football Development (00000)  
[zac@udel.edu](mailto:zac@udel.edu)  
302-831-0000

**Identify employee**

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

Hamm

Next Payroll  
Deadline

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

## Step 2 – Contract Information

**Employee information**

Employee: Hamm, Mia (999999999)

**Salary admin. plan:** 211

Position title: Associate Professor (10005917)

Department: Mathematical Sciences (02553)

Academic rank: Associate Professor (002)

Pay group: Semimonthly Regular (SRG)

Contract type and period: Academic Contract (A) 9

HR liaison: [Thomas, Sara \(888888888\)](#) ✉

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**Contract information**

Reason: 02 Summer Session Teaching

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

**Choose a *teaching* Reason**  
The reasons listed are based on the employee's **Sal. Admin Plan**.

**Other types of teaching:**  
16 English Language Inst.  
03 Continuing Educ.

**Choose Earnings code**  
(The dropdown is based on employee's Salary Admin Plan and Reason chosen.)

If the employee is a **Grad on Contract** (Salary Admin Plans 224-227), you will see a question appear that says, **"Do you have Grad Office Approval for this Payment?"**

- **Yes** – You will be prompted to attach a copy of the Grad Office Approval email or provide the Req.
- **No** – the form will route to the Grad Office for approval.

## Step 3 – Contract timeframe - Credit and ELI Courses

**Contract timeframe**

Semester: 2023 Summer 1 (2235)

Course: MATH114010

Contract dates: \* Begin date: 06/01/2023 End date: 07/07/2023  
(use format mm/dd/yyyy)

Payment dates: \* Begin date: 06/01/2023 End date: 07/07/2023  
(use format mm/dd/yyyy)

**Semester**  
Select appropriate semester or ELI session

**Course**  
Type partial Course ID and the results displayed are based on the Semester chosen.  
(N/A for Continuing Educ., see page 5)

**Contract dates**  
Dates default the based on the course chosen. begin/end dates can be changed (but cannot be the same dates).

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

### Step 3 – Teaching information - Credit and ELI Courses

**Teaching information**

[Thresholds for Online Courses](#)

**Course title:** COLL MATHEMATICS & STATISTICS

**Other sections taught:** Use Ctrl-Click (PC) or Command-Click (Mac) to choose more than one section.  
 194  
 195  
 196  
 197

**Course type:** LEC

**Course day and time:** MTWRF 10:00AM - 11:30AM

**Room and building:** PRN325

**Enrollment:** 23

**Credit hours:** 3

**Teaching credit hours:**

**Percentage of classroom hours:**  %

**Weekly classroom hours:** 16.88

**Weekly office hours:**

**Weekly total hours:** 17.88

**ONLINE courses:** use Payroll website to determine full payment amount.

**Other sections taught**  
 Select other sections only if person is teaching multiple sections.

**Teaching credit hours**  
 Defaults to course Credit hours, can be changed (e.g., if teaching more than one section)  
 Note – if this is a combined section, leave the default number.

**Percentage of classroom hours**  
 This defaults to 100% and can be changed if needed.

**Weekly classroom hours**  
 Click **Show calculation** to view formula.

**Weekly office hours**  
 This defaults to 1 hour (can be changed)

This information comes from UDSIS.

### Step 3 – Payment - Credit and ELI Courses

**Payment**

Pay this amount:  to Hamm,Mia  
(use format n.nn)

Pay reason: Include reason for all payments.

(Maximum 4,000 characters)

**Pay this amount**  
If the employee has a faculty rank, the amount will default based on *Overload Compensation Schedule*.  
If you change the amount, the form displays these ways to ask for the Dean's approval (choose one).

**Pay reason is required**  
And if there is no default amount or if you change it, include the calculation along with payment reason.  
If *benefited staff* is teaching:  

- State the work isn't part of regular job duties.
- If teaching during regular work hours, note the accommodations for how/when employee will make up the time.

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

- Add the Compensation ID to which it applies.

Pay this amount:  to Hamm,Mia  
(use format n.nn)

**Choose an approval method for changing the pay amount:**

- Route this form to the Dean or Dean's designated approver
- I will attach a copy of the Dean's approval email
- I will provide the Request ID of completed Web Form that documents the Dean's approval

**Choose an approval method.**

Go to Step 4 on page 6.

Step 3A –Contract Timeframe and Payment - **Continuing Education ONLY**

- Then follow Steps 4 – 6 as usual.

### Contract timeframe

**Semester:** 2023 Summer 1 (2235) ▼

**Contract dates:**

Begin date 06/01/2023 <span style="float: right;">📅</span>	End date 07/07/2023 <span style="float: right;">📅</span>
(use format mm/dd/yyyy)	

**Payment dates:**

Begin date 06/01/2023 <span style="float: right;">📅</span>	End date 07/07/2023 <span style="float: right;">📅</span>
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### Teaching information

[Thresholds for Online Courses](#) 🔗

**Course title:** Master Coach and Football Leadership

**Weekly total hours:** 10

### Payment

**Pay this amount:** \$ 4,500.00 to Burrow, Joe

(use format n.nn)

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

Teaching the the first module of this program (6-day residential program) for the first summer session in 2023.

(maximum 4,000 characters)

← Previous step
✖ Exit without saving
📁 Save

**Semester**  
Select appropriate semester

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

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

**Course title**  
This is an open input field, enter the name of the course.

**Weekly total hours**  
Enter the number of teaching hours.

**Pay this amount**  
Enter payment amount.

**Pay reason**  
Include a calculation if appropriate and payment reason.

If *benefited staff* is teaching:

- State the work isn't part of regular job duties.
- If teaching during regular work hours, note the accommodations for how/when employee will make up the time.

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

- Add the Compensation ID to which it applies.

## Step 4 - Faculty summer contracts

### Employee information

**Employee:** Hamm,Mia (999999999)  
**Salary admin. plan:** 211  
**Position title:** Associate Professor (10005917)  
**Department:** Mathematical Sciences (02553)  
**Academic rank:** Associate Professor (002)  
**Pay group:** Semimonthly Regular (SRG)  
**Contract type and period:** Academic Contract (A) 9  
**HR liaison:** [Thomas, Sara \(888888888\)](#) ✉

### Faculty summer contracts

No contracts were found between June 1,2023 and August 31,2023.

See policy: [Summer Compensation Guidelines for Faculty](#)

#### Faculty summer contracts

This reference information is displayed to give visibility to any existing supplemental pay webforms (pending or approved) with dates between June 1 and August 31 with the same contract year.

**Step 4 - Funding information**

**Funding information**

Total payment amount: \$7630.67

Chartfield information	Amount	Action
1. Speed Type: * <input type="text" value="math"/> MATH110000 - MATHEMATICS MATH112115 - GRAD TUITION-MATH MATH112119 - FALL/SPR ONLINE MATHEMATICS MATH112121 - SS/WS EXP MATHEMATICS MATH112123 - MATH SCIENCES SALARIES MATH112124 - NSO MATH PLACEMENT FEE EXP	\$ <input type="text"/>	<input type="button" value="Save"/>
<b>Chartfield total</b>		

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

**Funding information**

Total payment amount: \$7630.67

Chartfield information	Amount	Action
1. SpeedType: * <input type="text" value="MATH112121"/> <input type="button" value="x"/> SS/WS EXP MATHEMATICS Purpose: MATH112121 - SS/WS EXP MATHEMATICS Account: * <input type="text" value="121305"/> FACULTY FULL-TIME (BARGAINING) Class: * <input type="text" value="000"/> CLASS 000 Dept ID: 02553 - MATHEMATICAL SCIENCES Fund: OPBAS - OPERATING BASIC Program: INST1 - INSTRUCTION Userfield: <input type="text"/> Project ID/Grant: <input type="text"/> <input type="button" value="Done"/>	\$ 4,000.00	<input type="button" value="Save"/>
<b>Chartfield total</b>	\$ 4000.00	

**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

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: \$7630.67 7

Chartfield information	Amount	Action
<p>1. <b>Line 1</b></p> <p>SpeedType: MATH112121 - SS/WS EXP MATHEMATICS            Purpose: MATH112121 - SS/WS EXP MATHEMATICS            Account: 121100 - FACULTY FULL-TIME (BARGAINING)            Class: 100 - CLASS 100            Dept ID: 02553 - MATHEMATICAL SCIENCES            Fund: OPBAS - OPERATING BASIC            Program: INST1 - INSTRUCTION</p> <p style="text-align: right;"><a href="#">Edit</a></p>	\$ 4,000.00	<a href="#">Remove</a>
<p>2. <b>Line 2</b></p> <p>SpeedType: * MATH110000 <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">2</span>            MATHEMATICS            Purpose: MATH110000 - MATHEMATICS            Account: * 121305 <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">3</span>            FACULTY FULL-TIME (BARGAINING)            Class: * 000 <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">4</span>            CLASS 000            Dept ID: 02553 - MATHEMATICAL SCIENCES            Fund: OPBAS - OPERATING BASIC            Program: INST1 - INSTRUCTION            Userfield: <input type="text"/>            Project ID/Grant: <input type="text"/></p> <p style="text-align: right;"><span style="border: 1px solid green; border-radius: 50%; padding: 2px;">5</span>  <a href="#">Done</a></p>	\$ 3,630.37 <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">1</span>	<a href="#">Save</a>
<b>Chartfield total</b>	\$ 7630.37 <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 – may default**
4. **Class - 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	2747.07	9
06/30/2023	3357.53	11
07/15/2023	1526.07	5

[← Previous step](#)
[✗ Exit without saving](#)
[📁 Save & exit \(not submitted\)](#)
[Next step →](#)
6

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

## Step 5 – Routing

**Routing**

**Form Originator** [Taylor,Zac](#) ✉

**Comments:**

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

1

No file selected.
Attach

Copy

🔍

Copy

🔍

Copy

🔍

**Supervisor** \* Choose one

**Purpose Code Administrator** \* Choose one

**Purpose Code Administrator** \* Choose one

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

**Final Approver** \* Choose one

Payroll Office [Payroll Office](#)

Copy [HR PS](#)

Copy [Taylor,Zac](#) ✉

Copy [Burrow,Joe](#) ✉

Copy [Classification/Compensation Office](#)

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

**Attachment(s):**  
If an attachment is warranted, use the **Browse** button to locate the document.  
Attach *approved Memorandum of Understanding (MOU)* when required.  
Attach **FLSA Form** when required.  
• HR-Class & Comp will receive the FLSA Form as part of the approval process for the webform.

Choose the: **Supervisor, Purpose Administrator(s) and Final Approver.**  
Add other **Approvers** or **Copy** recipients if needed.

**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.**

NOTE: If the webform is paying an **Adjunct**, the person will be added as an **Approver** to accept the terms of the **Adjunct Appointment** (see the next 2 pages).

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Last updated 10/30/2024

**Step 6 – Adjunct Appointment (if applicable)**

This additional section will appear above the **Routing** section if the employee is an **adjunct faculty member**. It contains the terms and conditions of the appointment, which the employee accepts when approving the Supplemental Pay form.

(See page 11 for example of the form the Adjunct will sign with their copy of the webform.)

**Adjunct Appointment**

Department of the appointment: \*

We are pleased to offer you a temporary adjunct faculty appointment in the Department of [Dept entered above], College of [College associated with the department] at the University of Delaware.

The appointment is effective 01/03/2023 through 02/03/2023.

The terms of this offer are as follows:

Course #	Course title	Schedule	Credit hours	Weekly office hours
NURS233010	PROFESSIONAL NURSING PRACTICE	MW 01:00PM - 04:30PM	3	1

Please contact [Dept Chair Name] at [Dept Chair Phone] or [\[Dept Chair Email\]@udel.edu](mailto:[Dept Chair Email]@udel.edu) for assistance with your administrative needs.

The University reserves the right to reschedule or reassign the teaching responsibilities for this appointment, or to cancel this appointment. Continuation of this appointment is contingent upon the availability of funding, departmental course needs and satisfactory performance.

If the University cancels an assigned course less than 30 days before the class start date, and has been unable to offer re-assignment to a comparable class, you will be compensated 10% of the payment amount specified in your appointment letter. If the course is under-enrolled but a decision has been made to offer it, your pay will be prorated based on enrollment numbers at the start of class (i.e. by 1/10 of full salary for each student below 10 in an undergraduate course; by 1/6 of full salary for each student below 6 in a graduate course).

This appointment does not provide for any health benefits. However, you may elect to make voluntary contributions to the University of Delaware 403 (b) Retirement Savings Plan effective the first of any month. You will not receive employer matching contributions. For questions, email the Benefits Department at [hrhelp@udel.edu](mailto:hrhelp@udel.edu).

In addition, you will receive a University identification card, have access to library facilities, and your name will be listed in the University directory. You may also purchase parking permits, football season tickets and event tickets at faculty/employee rates.

The University is required by federal law to verify the identity and eligibility of new appointees to work or study in the United States. Accordingly, this offer is contingent upon verification of your valid work authorization, permanent residency, or United States citizenship.

This offer is also contingent upon the University's verification of your credentials and other information required by law and / or University policy, including but not limited to a determination of your eligibility for employment following completion of a criminal background check. Please note that a prior arrest or conviction will not automatically disqualify you from employment.

This is a part-time, at-will appointment that is exempt from the overtime requirements of the Fair Labor Standards Act. During your employment, you will be required to comply with all applicable University policies and procedures which are subject to change without notice. These policies are available at <https://sites.udel.edu/generalcounsel/policies/>

Before accepting an offer of additional employment within the University, you must obtain approval from your supervisor.

Department of the appointment – enter the department name.

Then the chair name, phone number and email will appear below.



**Appendix:**

This is an example of an **Adjunct Appointment** form that the adjunct receives with their copy of the Supplemental Pay Form.

**Adjunct Appointment**

We are pleased to offer you a temporary adjunct faculty appointment in the Department of School of Nursing (03717), College of Health Sciences at the University of Delaware. The appointment is effective 02/06/2023 through 05/16/2023.

The terms of this offer are as follows:

Course #	Course title	Schedule	Credit hours	Weekly office hours
NURS101510	HUMAN ANATOMY	R 04:30PM - 07:30PM	3	1

Please contact Speakman, Elizabeth at "unknown" or [speakman@udel.edu](mailto:speakman@udel.edu) for assistance with your administrative needs.

The University reserves the right to reschedule or reassign the teaching responsibilities for this appointment, or to cancel this appointment. Continuation of this appointment is contingent upon the availability of funding, departmental course needs and satisfactory performance.

If the University cancels an assigned course less than 30 days before the class start date, and has been unable to offer re-assignment to a comparable class, you will be compensated 10% of the payment amount specified in your appointment letter. If the course is under-enrolled but a decision has been made to offer it, your pay will be pro-rated based on enrollment numbers at the start of class (i.e. by 1/10 of full salary for each student below 10 in an undergraduate course; by 1/6 of full salary for each student below 6 in a graduate course).

This appointment does not provide for any health benefits. However, you may elect to make voluntary contributions to the University of Delaware 403 (b) Retirement Savings Plan effective the first of any month. You will not receive employer matching contributions. For questions, email the Benefits Department at [hrhelp@udel.edu](mailto:hrhelp@udel.edu).

In addition, you will receive a University identification card, have access to library facilities, and your name will be listed in the University directory. You may also purchase parking permits, football season tickets and event tickets at faculty/employee rates.

The University is required by federal law to verify the identity and eligibility of new appointees to work or study in the United States. Accordingly, this offer is contingent upon verification of your valid work authorization, permanent residency, or United States citizenship.

This offer is also contingent upon the University's verification of your credentials and other information required by law and / or University policy, including but not limited to a determination of your eligibility for employment following completion of a criminal background check. Please note that a prior arrest or conviction will not automatically disqualify you from employment.

This is a part-time, at-will appointment that is exempt from the overtime requirements of the Fair Labor Standards Act. During your employment, you will be required to comply with all applicable University policies and procedures which are subject to change without notice. These policies are available at <https://sites.udel.edu/generalcounsel/policies/>

Before accepting an offer of additional employment within the University, you must obtain approval from your supervisor.

**Acceptance statement:** \*  I acknowledge that I have read, understand and accept the terms and conditions of the agreement outlined above.

**UD employment:** \*

- I am currently employed by another department/campus at the University of Delaware.
- I am not currently employed by another department/campus at the University of Delaware.

The **Adjunct** will accept the **Adjunct Appointment** terms and conditions by clicking the **Acceptance statement** box once the webform is routed to them.

They are also required to answer two questions about their **UD employment**.