SUPPLEMENTAL PAY REQUEST FORM

College of the Arts, Georgia State University

Supplemental pay is for additional work performed that is of a temporary nature and is not a part of an employee's regular responsibilities. Faculty may receive supplemental pay assuming administrative duties such as the roles of chair, director, or associate dean. Staff may receive supplemental pay for work that is temporary (no more than 12 months) and is not a part of their regular duties. If the duties are to be beyond 12 months, then the job should be examined by Classification and Compensation for reclassification and possible permanent salary adjustments. NOTE: appropriate approvals are required for requests.

A. EMPLOYEE INFORMATION

Name (Last, First)	
Employee ID	
Classification	
Title	
FLSA Status	

B. SUPPLEMENTAL PAY INFORMATION

Start Date	End Date	Speedtype to charge pay	Total pay amount	Pay amount per pay period
			$	$

C. JUSTIFICATION FOR SUPPLEMENTAL PAY

( ) Acting
( ) Interim appointment – Vacant Position:_____ Previous Incumbent:_____
( ) Assigned temporary responsibilities outside regular job duties
( ) Increased duties and responsibilities within job title
( ) Other

The modifier "acting" applies when the post continues to be filled on a permanent basis, yet the permanent appointee is unavailable, e.g. because of extended travel, sabbatical leave, or illness. The modifier "interim" is used when the post is vacant on a permanent basis. An acting officer serves in the stead of a permanent appointee, but an interim officer serves through a period between permanent appointees.

Additional information/explanation for the proposed salary adjustment:

D. APPROVALS

	NAME (Printed)	SIGNATURE*	Phone Ext	Date
Employee				
Authorized Requestor/Initiator of Action				
Authorized Approver for Budget Unit				
Authorized Approver for 2nd Budget Unit (if multiple budget units are charged)				
Dean, VP, (or authorized designee)				
Provost, or President				

Obtain appropriate signatures only as needed (those signatures that are not captured in MSS transaction workflow) or attach email correspondence