

EXTRA COMPENSATION –CAMPUS PROCEDURES

- A. DEFINITION:** Any additional payments to monthly paid benefit eligible employees for work performed outside their regular duties will be considered extra compensation requiring review and approval pursuant to Executive Order # 15 and HR 214 unless it qualifies as summer pay.

NOTE: Hourly employees are not eligible for extra comp as they receive overtime if they work more than 40 hours in a workweek.

- B. PROCEDURES:** Extra Comp payments generally will be processed on an additional pay form (APF) or in exceptional situations they may be processed on a personnel action form (PAF) (e.g., as a concurrent job paid on an hourly or unit basis) at the department's discretion. For payments less than \$1000, an explanation of the nature of the extra comp must be included under the comments section of the APF or PAF.

- 1. Extra Comp Form:** If the extra comp is \$1000 or more, University policy requires completion of a form to document the nature of the extra comp and the employee's current duties, course load, etc. The form (Request for Extra Compensation) is required for both academic and administrative staff and is located on the System Forms page at:
<http://www.umsystem.edu/ums/departments/fa/management/records/forms/human/um273.pdf>
- 2. Completion of paperwork:** The department who initiated the work and is funding the payment is responsible for completion of required forms (e.g., extra comp form, APF and/or PAF). Completion of the extra comp form will require communication and cooperation with the employee's primary department (**prior to the performance of the work**) to obtain information related to courses taught, credit hours, number of students enrolled plus other responsibilities and the necessary approvals. HR 214 Extra Compensation requires "[a]ll recommendations must be submitted far enough in advance to permit time for review and approval."
- 3. Earn code:** An extra comp earn code will be used regardless of what form (APF or PAF) is used to process the extra comp. The Earnings Code Table provides a list of codes which are appropriate for extra comp. NOTE: If the extra comp is paid on an hourly basis the appropriate earn code to use is HRL. If the extra comp is paid on a unit basis the appropriate earn code to use is UNI. (See HR 202 for limitations on hours worked for exempt employees who also work in nonexempt secondary appointments.)

- C. APPROVALS:** *(may be recorded on the extra comp form (if one is required), the APF, the PAF or an e-mail)* – Columbia campus requires that the Dean or appropriate unit head (or a designee) approve all extra comp. In academic units the Dean (or a designee) approves any request for extra comp for either faculty or staff with primary

appointments in that division and forwards to the Provost for signature. In all non academic units the head of the unit (or a designee) approves any request for extra comp for staff with primary appointments in that unit and forwards to the head of the division for signature (i.e., Chancellor's staff.) Once all approvals have been obtained the extra comp paper work is forwarded to Human Resource Services for review and final approval (per current delegation of authority for personnel actions.)

- 1. Multiple departments on same campus:** Extra comp involving multiple departments (i.e., the department paying for the extra work is different than the employee's home department) requires signatures from both departments. Approvals are based on where the employee's primary appointment exists. The department paying for the extra comp should process the paperwork and sign the form to signify authorization to fund the payment. The Dean or unit head (or a designee) for the employee's home department (i.e., in his/her primary job) signs to indicate that the employee is eligible for extra comp. **Communication prior to the performance of the work is critical.** The primary department must be informed of the proposed work and has the discretion to determine if the extra comp is appropriate.
 - 2. Multiple Campuses:** When the extra comp involves multiple campuses, the employee's home campus governs what approvals are required. Approvals are based on where the employee's primary appointment exists. The employee's home department has the right to determine whether the extra comp is appropriate. The department paying for the extra comp should process the paperwork and sign the form to signify authorization to fund the payment. The paperwork should be forwarded to the HR office on the employee's home campus (i.e., the campus where the employee holds a benefit eligible appointment). The HR office will facilitate the collection of required signatures on the home campus. Delegated authority to approve the payment resides on the employee's home campus not the campus that is paying for the work. Therefore, the HR office on the funding campus does not need to approve the payment.
- D. ACADEMIC ADMINISTRATORS:** Those academic administrators at the level of Dean (or its equivalent) or higher including administrators in the Provost's, Chancellor's and President's Offices are not eligible to receive extra compensation from the University. Annual compensation for these academic administrators should reflect all of their responsibilities and be determined at the time of the initial appointment and/or at the time of the annual review and salary adjustment. All duties assigned to these administrators should be considered when setting their base compensation level.
- E. MISCELLANEOUS:** The HR/Payroll office on the employee's home campus will be responsible for data entry of the extra comp paperwork. All paperwork will be filed/imaged in the employee's personnel file on the campus which holds the employee's benefit eligible primary appointment.