

Additional Pay Approvals and Review Explained

This document is intended to provide a clear process associated with requesting additional pay in accordance primarily with policy [3.2.11](#) "Employment in Excess of Full Time Employment" and other applicable policies including, but not necessarily limited to, [3.1.4](#), [3.1.16](#), [3.1.26](#), [3.4.14](#), [3.2.16](#), [3.6.26](#). Prior to requesting and/or approving additional pay, it is recommended you first read and familiarize yourself with these policies.

Though effort has been made to include details and responsibilities involved in each step of the review and approval process for the "Additional Pay Process," often individuals will have unique or specific questions. If you have any questions along this process, before approving, we ask that you reach out directly to a representative from the Human Resources office for a discussion and explanation.

Additional Pay are payments to an employee for:

- an award payment;
- a relocation payment for moving expenses;
- an allowance for work-specific clothing requirements;
- an automobile allowance for vehicles used as part of work-based agreements;
- incentive bonus as outlined in human resources approved bonus structures; or
- performing work outside of their normal scope of work (e.g. class specification, position description, etc.), for a short period or irregular period of time.

The approval process includes, where appropriate, the following roles and approvals (in order):

NOTE: you may serve as multiple types of approvers in this approval chain. Please pay attention and review each individual request for all types of approval for which you are responsible (on your first approval notification) as we have set up the system/approvals to "auto-approve" if you are in the chain multiple times. Depending on the type of payment, not all approvals below may be necessary. The system will display the required approvals.

- **Submitter's supervisor** – this role is reviewing/approving
 - payment amount and time period
 - payment earning code represents the appropriate type of payment (e.g. REL = Relocation, AWA = Award, etc.)
 - payment is submitted prior to the work being performed (for work-related earning codes)
 - account that the payment is coming from and the time period in which the payment should be executed
- **Employee approval** – the employee is reviewing/approving
 - amount of total compensation
 - span of the compensation
 - justification and reason for the compensation
 - these are agreed upon payments and expectations
 - they are in a position eligible for this requested payment (e.g. clothing, relocation, incentive, etc.)
 - that these are agreed upon prior to the work being performed for earning codes that reflect additional effort expended
- **Employee's Supervisor** – the employee's primary position supervisor is reviewing/approving
 - the request for approval of the work being performed in excess of the primary assignment for which the employee is working at the University when additional effort (e.g., not a clothing allowance payment) is being expended by the employee

- the employee receiving the payment is in a position eligible for this requested payment (e.g. clothing, relocation, incentive, etc.)
- the work is neither interfering with the regular scheduled work of the employee nor happening at a time that is in conflict with the normal schedule of the individual (e.g., arrangements have been made to take appropriate benefit time if the work is to be performed during the course of the normal workday)
- **Employee's Dean/Administrator** – the “supervisor's supervisor” is reviewing/approving
 - the additional work is completed “outside of the employee's normal schedule” as well as this approval step providing awareness of work being done by faculty/staff within the administrator's college or larger unit
- **Grants Accounting Group** – Research and Sponsored Programs has a role in approving payments made that have impact to grant assignments, grant fund distribution, and overall impact to effort for individuals paid from a grant. This office is reviewing/approving
 - appropriate use of funds distributed
 - the fund source
 - effort as defined in the justification
 - the actual “earned period” dates
- **Human Resources** – Human Resources is completing a final review that includes
 - details within the justification of the additional pay (to compare against job description duties)
 - type of employee (hourly employees will often be instructed to record this time spent as part of service to the university on their timesheet in line with FLSA guidelines)
 - earnings codes (again looked at in concert with the justification to ensure proper taxation and retirement-eligibility)
 - dates (both to ensure the agreement has been executed ahead of the work being performed, as well as adjusting for payment depending on the length of time the approval has taken to reach payroll processing – e.g. the payment is for December 1, but the approvals do not reach HR until January 1, adjustments to pay dates and overall amounts may need to be made to assure total goal amount is distributed)

A screen shot of the approval chain is below. Approval chains may be shorter based on earning codes/types (e.g., relocation payments may only involve 2 levels of approval).

Approve Additional Pay Request
 This transaction requires an action on your part. Enter your comments (optional) in the area provided, then click the Approve or Deny button to process this request.

Selected Employee Primary Job Information

Empl ID	Name	Department	Job Title	Pay Group	Empl Class
01					

Additional Pay Details

Additional Pay Period: 01/01/2023 - 12/31/2023

Justification: [Text Area]

*Earnings Code: [Field] Extra Pay Additional Work *Effective Date: 01/01/2023 [B]

*Earnings: [Field] (Amount Per Pay Period) *Earnings End Date: 01/01/2024 [B]

*Goal Amount: 1150 [Field]

*Combination Code: Conserving the Ueckert Circus

Earned (if different than Effective & End Dates above) Begin Date: 01/01/2023 [B] End Date: 12/31/2023 [B]

Period: [Field]

Trans Nbr: 24248

Workflow Status: Approved

Requester: [Field]

Approve Additional Pay

Approved

Approve Additional Pay

Approved [Green Checkmark] Submitter's Supervisor 11/16/22 - 1:43 PM

Approved [Green Checkmark] Employee Approval 11/16/22 - 2:53 PM

Approved [Green Checkmark] Employee's Supervisor 11/17/22 - 9:03 AM

Approved [Green Checkmark] Employee's Dean/Administrator 11/17/22 - 3:35 PM

Approved [Green Checkmark] Grants Accounting Group 01/12/23 - 1:46 PM

Approved [Green Checkmark] Human Resources 01/12/23 - 1:47 PM

Comments

Approved - [Redacted] at 01/12/23 - 1:47 PM

Approved - [Redacted] at 01/12/23 - 1:46 PM

Approved - The supporting documentation which was provided by [Redacted] staff for this role makes it clear that all pay for this transaction is not related to [Redacted] existing [Redacted]

Frequently Asked Questions

Q: I am the employee's primary supervisor. I had no idea that the employee had engaged with another department to provide effort on another initiative, I don't feel like I am involved and shouldn't be on this approval chain.

A: As the employee's primary supervisor, you should be aware of any efforts that are happening on campus related to this employee. Since the agreement and approval should be sent ahead of the work being performed, you should discuss this with your staff/faculty member to ensure that the work does not interfere with their role in your office, prior to the execution of the work and before approving the request.

Q: There is not enough information in the justification for me to understand what is happening to justify this additional work. What can I do?

A: You have a few choices here. You can discuss with the employee the work being performed to get a better understanding, and then make comments in the comment section to demonstrate your better understanding prior to approval; or, you can deny this additional pay request and in the comments ask for more details and a resubmission of the form.

Q: I am unsure of what earning code is appropriate, is there a listing of these?

A: HR and Payroll are working with Technology Solutions to make a more expansive list of definitions for earnings codes. In the meantime, codes that are available for additional pay submission can be found on the final page of this document.

Q: Is there anything else I should know for responsibilities here?

A: Additional pay may relate to several policies on campus, most commonly those with regard to payment in relation to compensation, attendance and effort reporting, and disclosures including [3.2.11](#), [3.1.4](#), [3.1.16](#), [3.1.26](#), [3.4.14](#), [3.2.16](#), [3.6.26](#). It is important that you understand your role in the submission/approval process and that you are familiar with policies and rules that might apply. If you have questions or are unsure of those policies or roles, please contact Human Resources first.

Additional Pay Earning Code Chart

Earn Code	Description	Short Desc	Long Description
AUN	Auto Allowance	Auto Allow	Auto allowance that is not subject to SURS retirement earning. Employees employed in SURS-affiliated position after 20xx will have auto/vehicle allowance payments coded this way
AUT	Auto Allowance - SURS Eligible	Auto Allow	Auto allowance that is subject to SURS retirement earning. Employees employed in SURS-affiliated position originally before 20xx will have auto/vehicle allowance payments coded this way
AWA	Award/Recognition	AwardRecog	An Award or Recognition that is given to an individual employee recognized for exceptional service based on several years of such service. Not to be mistaken for a bonus payment
AWS	Award - SURS Eligible	Award	An Award or Recognition that is given to an individual employee ...
B01	Performance Bonus - SURS Elig	Perf Bonus	A bonus paid to an employee for work done in a specific period or timeframe based upon a developed and HR-approved bonus structure, and which is eligible for SURS earnings/contributions (employee who began SURS eligible employment prior to 1/1/2017).
B02	Signing Bonus	Sign Bonus	A bonus offered to an employee in conjunction with signing an offer/agreement and commitment to serve in a specific role for Illinois State University. Will generally involve a specific time-based commitment
B03	Performance Bonus	Perf Bonus	A bonus paid to an employee for work done in a specific period or timeframe based upon a developed and HR-approved bonus structure and which is noneligible for SURS earnings/contributions (employee who began SURS eligible employment after 2016).
CLO	Clothing Allowance	Clothing	Clothing allowance paid to an employee for use in purchasing or reimbursing employee for departmentally required clothing
EXP	Extra Pay Additional Work	Extra Pay	Additional work performed outside of their normal scope (i.e., class specification, position description, etc.)
REL	Relocation Payment	Relo Pmt	Payment to an employee for use in payment or reimbursement for moving/relocation expenses incurred by employee