

SUPPLEMENTAL COMPENSATION

STOP – before proceeding you will need to have a PCN for SuppComp.

To request Supplemental Comp:

- UAccess
- Request Transactions
- Employment and Job
- Request Additional Compensation
 - Request Supp Comp
- Search for Employee
- There may be Action options to select including:
 - New
 - Modify
 - Terminate
- For New SuppComp - Complete tabs 1-6
 - Tab 1 – Primary Job Information (add in start and end date of Supp Comp)
 - Tab 2 – Enter info in various fields
 - Tab 3 – Compensation Details
 - Tab 4 – Position Distribution
 - Tab 5 – Attachments
 - Tab 6 – Comments and Submission

ATTACHMENTS NEEDED:

- Signed request from department with justification, identifying duties

NOTES:

- Make sure on Transactions to note that “the supervisor approves.”
- The maximum number of hours of supplemental compensation that may be earned by an employee during a fiscal year is **176 hours, or 1/12** of the annual salary.

Eligibility—Exempt Employees Supplemental Work/Compensation must

- Be for a specific period of time.
- Be approved by the Dean or Dean's designee in academic areas, or the Director or Director's designee in non-academic areas.
- Be performed by an employee during hours outside her or his normal work schedule.
- Either be performed for a department other than the employee's assigned department, or, the specific type of work to be performed must be separate and distinct from the duties and responsibilities involved in the employee's existing job classification.

RESOURCES:

- <https://hr.arizona.edu/workforce-systems/other-compensation/supplemental-compensation>

If for a GA, please follow the guidelines found here: <https://grad.arizona.edu/funding/ga/supplemental-compensation>