<div align="center">**SUPPLEMENTAL PAYMENT REQUEST GUIDELINES**</div>

Step 1. Identify the type of supplemental payment.

    A. **Supplemental payment for completing a project or guest speaker**
   BEFORE employee starts the project, the following must be completed:
   - Written approval from BUM, DE and immediate supervisor;
   - Written approval from HR confirming compensation rate calculations is correct and no conflicts with the employee's union contract;
   - Funding must be secured.

    B. **Supplemental payment for taking on "out of title" extra duties for an employee who is on leave**
   BEFORE employee performs extra duties, the following must be completed:
   - Written approval from BUM, DE and immediate supervisor;
   - Written approval from HR confirming compensation rate calculations, supplemental timeframe, and compliance with the employee's union contract. Please note, if extra duties are within the scoop of the employees' current position, the employee will not qualify for a supplemental payment;
   - Funding must be secured.

    C. **Supplemental payment for performing "out of title" extra duties for a vacant position currently being searched**
   BEFORE employee starts the project, the following must be completed:
   - Written approval from BUM, DE and immediate supervisor;
   - Written approval from HR confirming compensation rate calculations, supplemental timeframe, and compliance with the employee's union contract. Please note, if extra duties are within the scoop of the employees' current position, the employee will not qualify for a supplemental payment;
   - Funding must be secured.

    D. **Supplemental payment for Grant related work**
   BEFORE employee starts the project, the following must be completed:
   - Must go through the Office of Sponsored Research and Programs (postaward@stockton.edu).

    E. **Supplemental payment for teaching a non-credit class or training course**
   BEFORE employee starts the project, the following must be completed:
   - Approval from BUM, DE and immediate supervisor;
   - Funding must be secured.

    F. **Supplemental payment for summer institutes and summer orientation (covered by MOA)**
   - No pre-approval required, ePAF can be submitted (in comment section of ePAF you must note **"request # not required due to payment being covered under union negotiated MOA).**

G. **Supplemental payment for Managers**
   BEFORE employee starts the project, the following must be completed:
   - Written approval from BUM, DE, immediate supervisor;
   - Written from President or Executive Vice President & Chief of Staff (does not require HR approval);
   - Funding must be secured.

Once you have identified the type of supplemental payment, secured the required written approval, funding is in place, and you have your position number, you can submit the supplemental payment request form through the payroll website.

Step 2. Submit a supplemental payment request form

Log into your Stockton portal, click on employee tab > payroll > forms > supplemental pay request form.

A. **Employee Information**
   - Enter the employees name who will receive the supplemental payment;
   - Enter the employee Z#;
   - Enter the Divisional Executive who will be responsible for the funding - select from the drop-down;
   - Enter the Budget Unit Manager's email who is responsible for the funding;
   - If the BUM entered is not the employee's immediate supervisor, you MUST copy their direct supervisor by clicking on "add another cc address" and enter their email address;
   - If supplemental is grant funded, you must check the box (an email will go to the postaward@stockton.edu).
   - If supplemental will be paid by foundation, you must check the box (an email will go to Dan Nugent (DE for foundation) & Sandy Leone (processor).

B. **Purchase Information**
   - Select the employee's union affiliation (if you do not know the employee's union affiliation, please contact Human Resources);
   - Enter the rate amount, which is either hourly rate, per credit rate, or one lump sum rate;
   - Enter the hours/credit/# of pay period(s) amount (if lump sum, enter 1);
   - Select the semester from the drop-down;
   - Enter the fiscal year;
   - Enter the total amount to be paid (ex: 5 payments of $20, total amount to enter = $100);
   - Enter the FOAPAL (ex: 110005/110001/613306/60);
   - Enter the position number;
   - In the justification for supplemental pay field, **you must provide description of project or job duties with the dates performed and completed.**

C. **Pay Information**
   - Reference the payroll calendar to obtain deadlines for PP and pay date(s)
   - Enter the pay period number;
   - Enter the pay date;
   - Enter the amount (amount to be paid for that specific pay period) see example below:

PAY INFORMATION			
Row	Pay Period	Pay Date	Pay Amount
1.	17	08/20/2021	$ 20
2.	18	09/03/2021	$ 20
3.	19	09/17/2021	$ 20
4.	20	10/01/2021	$ 20
5.	21	10/15/2021	$ 20
6.		mm/dd/yyyy	$
7.		mm/dd/yyyy	$
8.		mm/dd/yyyy	$
9.		mm/dd/yyyy	$
10.		mm/dd/yyyy	$

D. Attach PDF file
- Upload any backup related to the supplemental payment request (ex: HR written approval, job duties, President's written approval).

E. Submit Request
- Click on the blue Submit Request button.

Step 3. Once submitted, you will receive an email confirmation and your request will be reviewed and approved by the following:
- Budget Unit Manager (BUM)
- Employee's direct supervisor (if BUM is not direct supervisor)
- Divisional Executive
- Human Resources (if required)
- Supplemental Reviewer (Kelly Qquist for Academic Affairs and Theresa Marinelli for President's office)

Step 4. Once all above email approvals are provided, submit a supplemental ePAF. Please refer to the ePAF manual for instructions; the link is provided below.

https://www.stockton.edu/payroll/documents/ePAF_Manual.pdf