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| C:\Documents and Settings\sharkins\Local Settings\Temporary Internet Files\Content.Outlook\5M52DODR\UM mark (2).jpg | **EXEMPT REGULAR STAFF****INCREASED RESPONSIBILITIES AND** **SUPPLEMENTAL COMPENSATION REQUEST** **EMPL CLASS 33** **Pre-Approval Required Before Work Begins**Please return completed approval form to Compensation. Contact Compensation at (410) 706-6338 for questions. |

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| **Employee Information:** |
| Name: |       | Employee ID# |       | Annual Salary: |       |
| Title: |       | Regular (33) [ ]   | **Current FTE % must be 100%**  |
| **Paying Department Information:** |
| School Name: |       | Dept/Division Name: |       | Dept. Code: |       |
| Department Contact: |       | Contact Phone: |       |
| Supplemental work will be performed between      :      [ ]  am or [ ] pm to      :      [ ]  am or [ ] pm on       (days).Supplemental work must be performed outside of normal working hours or documentation of alternative work schedule/use of leave must be provided. |
| Supplemental work location where work will be performed:     .  |
| **Home Department Information**  |
| School Name: |       | Dept/Division Name: |       | Dept. Code: |       |
| Department Contact: |       | Contact Phone: |       |
| Normal work hours are between      :      [ ]  am or [ ] pm to      :      [ ]  am or [ ] pm on       (days). |
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| **Request Type: check applicable and indicate Earnings Code (All Staff Supplemental Pay are outside current job description and performed outside normal work hours and days as defined in UMB Policy VII.9.11 (A)** |
| [ ]  EARNINGS CODE - Choose an item. **See Earnings Code chart.** | Start Date: |       | End Date: (max. of 6 mo.) |       |
| **Increased Responsibilities:**   |
| **[ ]  Justification**  **Attached**  | Please attach justification describing the supplemental work responsibilities and duties that are not within the employee’s duties and responsibilities as a full-time employee.  |

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| **Payment Information**  |
| Total Payment Amount:  |  $      | If more than the number of payments listed below, please attach a payment schedule to include the pay period end date, amount, funding source, and project ID/SOAPF. Payment amount must be daily rate. |
| **Pay Period End Date:** | **Amount:** | **Funding Source:** | **Project ID or SOAPF #:** |
|       |        | State [ ]  Grant [ ]  Other [ ]  |       |
|       |       | State [ ]  Grant [ ]  Other [ ]  |       |
|       |       | State [ ]  Grant [ ]  Other [ ]  |       |
|       |       | State [ ]  Grant [ ]  Other [ ]  |       |

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| **Required Approvals:**  |
| By signing in the designated areas below, I am verifying this request is in accordance with **VII - 9.11(A) – UMB Policy on Increased Responsibilities and Supplemental Compensation for Exempt Staff.** |
| Employee Signature:  |   | Printed Name: |       | Date: |       |
| Paying Department Authorized Signature: |  | Printed Name: |       | Date: |       |
| Paying Department Dean/VP Signature: |  | Printed Name: |       | Date: |       |
| Home Department Authorized Signature:(if different from Paying Dept) |  | PrintedName: |       | Date: |       |
| Home Department Dean/VP Signature:(if different from Paying Dept) |  | PrintedName: |       | Date: |       |
| HRS Compensation Signature: |  | Printed Name: |       | Date: |       |
| President or Designee Signature\*: |  | Printed Name: |       | Date: |       |
| **APPROVED FORMS WILL BE RETURNED TO PAYING DEPARTMENT CONTACT FOR PROCESSING.** **COPY OF THIS APPROVED FORM WITH ATTACHED, SIGNED PAYROLL ADJUSTMENT FORM SHOULD BE** **SUBMITTED TO FS-PAYROLL FOR PROCESSING.** |

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| **EARNINGS CODE (SUPPLEMENTAL PAY CODE) CHART** |
| **Supplemental Pay** | **Supplemental Pay Code** | **Supplemental Pay Definition** | **Employee Class** | **Final Approval** |
| Continuing Education | **CED** | Faculty are often called upon to teach continuing education courses. These courses are not considered as your typical academic course. | Faculty | Compensation |
| Teaching Overload | **TOV** | Faculty who maintains a course schedule in excess of defined expectations. Typically, the utilization is when enrollment exceeds the faculty instructional requirements that were anticipated for the semester. **For instructional faculty members.** | Faculty | Compensation |
| Clinical Overload | **CPP** | Clinical overload payments are due when a UMB faculty covers a clinical shift for a non-UMB entity, such as UMMC. | Faculty | Compensation |
| Lump Sum Grant | **GLS** | MHEC grants give faculty the option of being paid in a lump sum for certain research or allow grant money to supplemental faculty pay. | Faculty | Compensation |
| Summer Work | **SUM** | Faculty who works nine or ten months a year. Faculty will perform work during summer months and is typically related to research. **Nine- or ten-month faculty only.** | Faculty | VP for Finance and Auxiliary Services and Deputy CFO |
| Honorarium | **HON** | A nominal payment for some type of lecture or service performed that is outside of normal faculty duties but requires a significant amount of time. | Faculty | VP for Finance and Auxiliary Services and Deputy CFO |
| Secondary Employment Affiliate | **SEA** | Faculty who teaches a credited course outside of their defined faculty expectations. **For non-instructional faculty members**. | Faculty | VP for Finance and Auxiliary Services and Deputy CFO |
| Faculty Administrative Work | **FAW** | Faculty who assumes administrative duties performed outside of normal working duties, such as chairing a committee, such as the IRB, that meets regularly and consumes a significant amount of time. | Faculty | VP for Finance and Auxiliary Services and Deputy CFO |
| Professional Consulting | **CON** | Faculty who provides their expertise to a project or task that is outside of their defined faculty expectations. The expertise should be academic in nature and gives promise of enhancing professional standing or contributes to the fulfillment of the mission of UMB. | Faculty | VP for Finance and Auxiliary Services and Deputy CFO |
| Secondary Staff Employment | **SEC** | Faculty or staff who perform staff duties outside of their normal working hours and home department. | Faculty or Staff | VP for Finance and Auxiliary Services and Deputy CFO |
| Secondary Faculty Employment | **SEJ** | Staff employees who perform faculty duties, such as teaching a credited or continuing education course, outside of their normal working hours. | Staff | VP for Finance and Auxiliary Services and Deputy CFO |