



Salary Supplements vs. Stipends vs. Additional Compensation

SUMMARY OF POLICY E-9 (Salary Supplements, Stipends, and Additional Compensation)

Salary supplements, stipends and additional compensation are all types of extra compensation potentially available to faculty and staff. The hard part is determining which is which.

Note: Students and Graduate Students are not eligible for any of these extra compensation types. Additional job assignments must be created. Contact HR for assistance before a student performs additional work.

Below is a summary of the types of extra compensation available and how they are processed:

Salary Supplements – are payments that temporarily augment the base appointment salary of an employee. In the HR system, the employee's primary position remains the same, while an additional assignment is created to pay the supplement. Salary supplements cannot be paid from research or sponsored program funds.

- Examples:*
- (1) interim appointments;
 - (2) faculty course overloads;
 - (3) endowed positions; and
 - (4) mentoring students as part of a certification program

Salary supplements are requested via an EPAF Origination Request Form (found on the HR website). Human Resources uses the origination request to create an EPAF and route for approvals.

Tip: Be mindful of the dates when submitting these requests. Salary supplements cannot cross fiscal years and a new request form should be completed annually to renew supplements that are for extended periods.

Stipends – are lump-sum payments in addition to the base appointment salary that provides recognition or incentives to employees. Stipends can be paid from designated, auxiliary, and gift accounts; not state appropriated funds or research or sponsored program funds.

- Examples:*
- (1) the Regents Professor Award;
 - (2) the President's Staff Award;
 - (3) teaching excellence awards;
 - (4) the preparation of and/or teaching of online courses;
 - (5) payments for off-campus teaching assignments;
 - (6) incentive payments; and
 - (7) for musical or theatrical performances at university-sponsored events

Stipends are requested via a (paper) Stipend Authorization Request Form (found on the HR website) and routed for signatures before being sent to Human Resources. Once finalized, HR sends the information to

the Payroll Office for processing. These payments are added directly to the employee's paycheck (no additional job assignment is created).

Tip: Stipends cannot be paid until after the related work is performed. We recommend discussing non-award stipends with Human Resources prior to work being performed to ensure it is the most appropriate method of payment.

Additional Compensation – are payments in addition to the base appointment salary for work that is clearly in addition to regularly assigned duties and that must be performed outside of normal working hours or during vacation/compensatory time. Additional compensation may be paid from research or sponsored program funds if allowed by the sponsor.

Additional compensation is subject to a cap equal to 25 percent of the employee's base appointment (including any salary supplements).

Examples: (1) interdepartmental consulting or temporary, incidental commitments to research or sponsored programs;
(2) casual, seasonal work; and
(3) teaching SFA 101.

Requests for additional compensation are submitted via a (paper) Authorization for Additional Compensation Services Form and routed for signatures before being sent to Human Resources. After approval, and the work is completed, requests for payment are submitted via a (paper) Additional Compensation Payment Form. **Each of the two request forms must be submitted before payment can be processed.** These payments are added directly to the employee's paycheck (no additional job assignment is created).

Like salary supplements, additional compensation cannot cross fiscal years. New request and payment forms should be completed for any additional compensation work that extends into another fiscal year.

Tip: Always work with Human Resources before arranging additional compensation with an employee. An employee may not be eligible for additional compensation, has already reached their cap, or a different payment method may be more appropriate.

Reference the policy directory for cap calculation details and more information related to payment from research or sponsored programs funds.

Related forms (all found on the Human Resources website):

- EPAF Origination Request Form
- Stipend Authorization Request Form
- Authorization for Additional Compensation Services Form
- Additional Compensation Payment Form

Related policy: Salary Supplements, Stipends, and Additional Compensation (E-9)