

ADDITIONAL Compensation

Additional compensation means payment for any of the three forms of additional compensation defined below; stipend, additional services, or salary supplement, according to SFA Policy 12.16, Additional Compensation. The process for requesting additional compensation used to be a manual process that involved up to five (or more) paper forms. Effective September 1, 2021, additional compensation payments will be requested and processed electronically through Team Dynamics (located under Business Forms).

ADDITIONAL SERVICES, STIPEND, OR SALARY SUPPLEMENT (POLICY 12.16)

- **Additional Services** include but are not limited to payment for incidental activities, interdepartmental consulting, or teaching student success courses.
- **Stipends** are for things like awards, incentives or bonuses, online course development, or performance at university musical or theatrical events.
- **Salary Supplements** are mostly for interim assignments, summer faculty work, or overload assignments.

ADDITIONAL SERVICES

Submit the initial request **before service is rendered**, and any **subsequent requests (if applicable) by the 10th of the month** to ensure the employee is paid by the next payroll. Requests that prompt one time payment after the work is complete can include the entire date range on the form. If services will be paid incrementally, a request should be submitted for each month services will be rendered (date range should not cross months). **If services are not rendered as planned notify Payroll immediately.**



SALARY SUPPLEMENT

There are many reasons to request a salary supplement but usually they are for interim assignments, overloads, or summer faculty assignments. **Now you can request salary supplements through the electronic additional compensation request form.** When you select the "salary supplement" type of additional compensation, many of the fields from the old EPAF Origination Form will appear.



STIPENDS

Stipends are one time payments usually for awards, incentives, bonuses, online course development, or performance at university sponsored musical or theatrical events. Submit the additional compensation request for stipends **as soon as possible** to ensure timely payment. If the stipend is for an award ceremony be sure to contact payroll if you need a paper check to present.



ONE-TIME EPAF

When you complete an additional compensation request form HR will receive the request and submit an EPAF that will pay the employee as part of the regular payroll. No more chasing paper forms. Managers will be able to "sign" by approving the EPAF, and employees will be able to receive payment the month following the service end date.



ADDITIONAL COMPENSATION REQUEST FORM (BE SURE TO SIGN IN):

https://help.sfasu.edu/TDClient/2027/Portal/Requests/TicketRequests/NewForm?ID=e3bN6qEBKrg_&RequestorType=Service