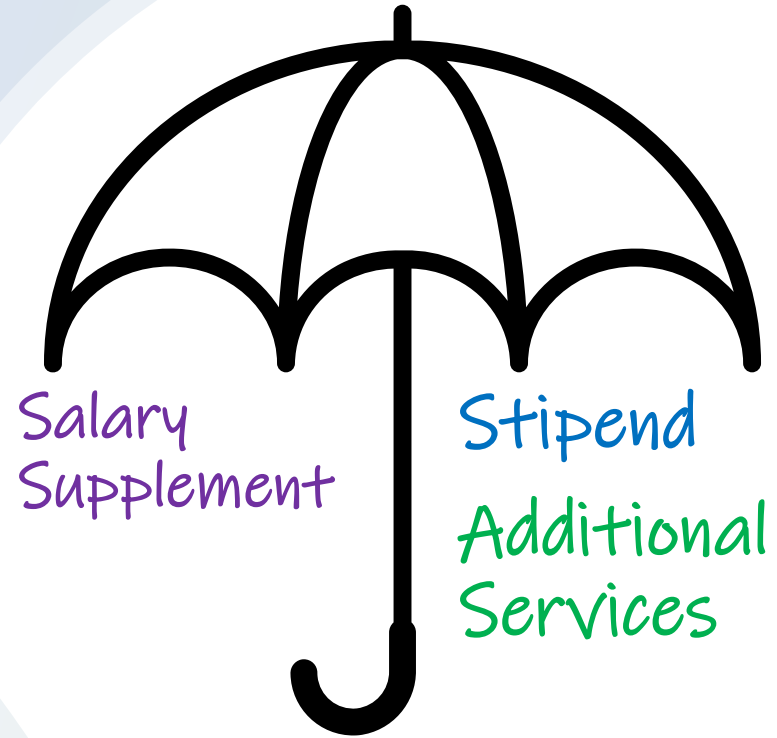




The New and Improved Way to Request
Additional Compensation


Presented by: Compensation & Data Management

Additional Comp
Key Terms
(HOP 03-401)



Navigating the New Form

- Login to ITS Help Desk <https://help.sfasu.edu/TDClient/2027/Portal/Home/> ('Sign In' in the upper right corner to see the expanded list of options in the toolbar)
- Go to "Services" and click on category "SFA Business Forms" (near the bottom)
- Click on "Additional Compensation Form" and click this button  to begin a new form (TIP - "Add to Favorites" if you will use it often)
- Complete the form for yourself or have someone else complete it for you - Please don't do both
- While documents can't be attached when creating the form, they can be attached after the form is submitted
(Missing documents may delay payment of additional compensation)

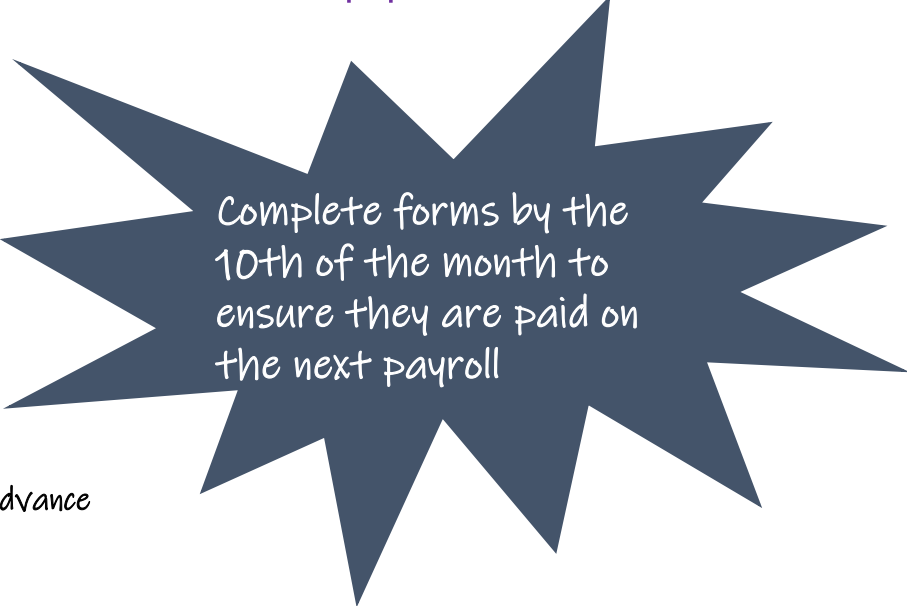


TIP -
Click on "Show Help." This opens all the purple ? icons, which includes notes throughout the form.

+ Show Help - Hide Help

Timeline to Submit

- Submit the form in advance for additional compensation payments for a single payment or for one calendar month at a time.*
- An EPAF will be routed, approved, and applied.
- Payments are made on the payroll following the EPAF applied date.



Complete forms by the 10th of the month to ensure they are paid on the next payroll

**Some additional compensation (like services) may need to be paid in arrears; some can be routed in advance*

Additional Services

- Most of the fields from the paper form are in the electronic form.
- Per policy, if a non-exempt employee performs additional services, we must have a timesheet. There is a section in the form to include the proposed work schedule. Once the form is submitted, the completed timesheet(s) must be attached. *(Missing timesheets may delay payment)*
- Payment for additional services will be paid either once or incrementally by calendar month. *(TIP - If you request incremental payments, put a reminder on your calendar to complete requests for future months)*

**Some services may require multiple requests that are depended upon a fluctuating unit (like number of students). These requests may need to be paid in arrears.*

Stipends

- Most of the fields from the paper form are in the electronic form.
- If you submit a stipend request for additional services, you will be asked to resubmit the form with the correct type.

**All stipends are paid one time*



Salary Supplements

- Most of the fields from the PDF version are in the electronic form.
- These requests will still be managed by data management via EPAF.
- An EPAF will be routed, approved, and applied as normal.
- Payment frequency and length is based on the supplement type.

**Reach out to Kimberly Odems if you have questions about how to complete the salary supplement request*