Policy 4.58
Supplemental Pay Process

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
Effective Date: March 30, 2007
Last Revision Date: July 31, 2018

Policy Sections:
I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview
The Supplemental pay process was established to expedite and facilitate certain salary payments for monthly paid employees. This process allows for the direct deposit of funds and reduces the waiting time for payments. Supplemental payments include extra duty pay, bonuses, honorariums, and award payments.

Applicability
n/a

Policy Details
A Supplemental Pay Request must be completed by the department via HRWeb in PeopleSoft, under the “Pay Request” option. All requests must include a detailed explanation for the payment. Payment requests automatically go through a predetermined electronic approval chain.
Definitions

n/a

Related Links

- Current Version of This Policy: http://policies.emory.edu/4.58
- https://psofthr.cc.emory.edu/ (http://)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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</table>

Revision History

- Version Published on: Jul 31, 2018
- Version Published on: Jul 15, 2014
- Version Published on: Jul 11, 2014
- Version Published on: May 07, 2007 (Amended 05/07)