

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

31.01.99.C1.01 **Approval Procedures for Supplemental Pay and
Dual Employment**

Approved April 30, 2012

Supplements System Policy [31.01](#)

1. GENERAL

This procedure is set forth to provide guidance on various situations of dual employment and supplemental compensation at Texas A&M University – Corpus Christi in accordance with the Texas A&M System Regulations and University Rules.

1.1 Faculty and staff who are budgeted at a specific rate of pay may occasionally enter into an additional employment situation in which they provide services outside the scope of their primary appointment. There are two distinct situations that may arise in which an employee is entitled to additional compensation:

1.1.1 Single activities that result in one or more payments being made to the employee, and

1.1.2 On-going activities that result in dual employment and multiple payments to the employee.

In either situation, the work performed in the additional employment need not be related to educational and experience requirements of the primary appointment and may be in a different capacity than the employee's primary appointment. An employee who has any portion of their salary paid from grants/contracts will be required to apply for approval to receive additional compensation through the Research and Scholarly Activity Office one month before the work is performed. Employees paid all or in part from grants and contracts will rarely be allowed to receive compensation over and above institutional base salary. Graduate Assistants will rarely be allowed to work over 50% effort during fall and spring semesters.

1.2 Services which qualify for supplemental pay include:

1.2.1 Continuing Education Activities; and

1.2.2 Other dual employment arrangements such as providing editing or translating services, proctoring tests, web designing, teaching recreational fitness classes, taking tickets at athletic events, or umpiring, etc. This is not an inclusive list.

1.3 Any employee whether exempt or non-exempt under the provisions of the Fair Labor Standards Act, may accept additional employment with another department, unit, or component of The Texas A&M University System provided the employee obtains the

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advance approval of the head of both the current department or unit and the employing department or unit. This approval is necessary to assure proper coordination of payment for employment when more than one department is involved.

- 1.4 Non-exempt employees must be compensated in accordance with System Regulation [33.99.05 Part-Time Employment](#), [33.99.06 Administration of Multiple Employment](#), and [31.01.09 Overtime](#).

2. APPROVAL PROCEDURES

- 2.1 All requests for supplemental pay for faculty and/or academic assignments over 100% effort must be processed on the Academic Supplemental Pay Form. Click [here](#) for the form and a list of Policies and Procedures on the Payroll website. Employees and paying units must comply with all rules and regulations applicable to the particular type of payment. The completion and routing of the Academic Supplemental Pay Form is to be initiated by the paying department. Once the department has received all departmental approvals, the form should be routed as indicated on the Academic Supplemental Pay Form. The paying department must provide a contact name on the form to direct questions that may arise, either from the Provost, Budget or Payroll, about the substance of the transaction. Allow 5 days for processing of the form through Budget and Payroll after receiving Provost's approval.
- 2.2 All requests for supplemental pay for staff and students for any non-academic assignments must be processed on the Staff Supplemental Pay Form. (Do not use this form to pay non-exempt employees for overtime work.) Click [here](#) for the form and list of Policies and Procedures on the Payroll website. Employees and paying units must comply with all rules and regulations applicable to the particular type of payment. Once the department has received all departmental approvals, the form should be routed as indicated on the Staff Supplemental Pay Form. The paying department must provide a contact name on the form to direct questions that may arise, either from Human Resources (HR), Budget or Payroll, about the substance of the transaction. Allow 5 days for processing of the form through Budget and Payroll after receiving HR approval.
- 2.3 Approval by the person responsible for funding this payment certifies that funds are available, that the work will be completed as stated, and that the payment is in compliance with applicable rules and regulations. Paying departments are responsible for verifying completion of all work duties assigned or the change must be documented in writing and provided to Payroll. Except for a payment of an overload due to a large class, the employee to be paid will need to sign the form. This certifies that the work will be provided outside the normal duties assigned and outside of the normal workday. The academic department chair and the dean in the faculty member's primary employing department or the department head of a staff employee must approve the request (except for large class overloads). This process alerts the primary

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employing unit that the faculty/staff member will be performing activities outside the scope of the faculty/staff member's normal duties and normal work time. If a faculty/staff member has a heavy workload in the primary employing department, consideration should be given to whether additional activity would negatively impact the primary employing unit. If payment for the services is from an external funding source as defined in [15.01.01 Administration of Sponsored Programs-Research and Other](#), the pre-approval of the Vice President for Research, Commercialization and Outreach, must be obtained before the document is sent to the Provost (for Academic Supplemental Pay Forms) or Human Resources (for Staff Supplemental Pay Forms), Budget and Payroll. The Provost must approve the request prior to work beginning or the 12th class day for overloads. It is imperative that requests be on the record before the work is conducted.

3. PROCESSING

The Provost will forward approved Academic Supplemental Pay Forms to the Budget Office. Human Resources will forward approved Staff Supplemental Pay forms to the Budget Office. The Budget Office will review/encumber the funds and forward to Payroll for processing. Payment will be made according to the published Bi-Weekly payroll schedule after the form has been completely approved and processed. Please allow five working days for processing through Budget and Payroll.

Contact for Interpretation: Provost and Vice President for Academic Affairs