Policy 4.58
Supplemental Pay Process

**Responsible Official:** VP for Human Resources  
**Administering Division/Department:** Compensation  
**Effective Date:** March 30, 2007  
**Last Revision:** July 15, 2014

**Policy Sections:**

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**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 the types of payments listed below.

**Policy Details**

A Supplemental Pay Request must be completed by the department via the finance web site at [https://www.finance.emory.edu/index.cfm](https://www.finance.emory.edu/index.cfm) All requests must include a detailed explanation for the payment.

The following request types require an original signed form to be submitted to and received by the Payroll Office by the specified deadlines found on the Finance web site.

- Extra Duty Pay
- Bonus
- Honorarium Payment
- Awards

All retroactive payments and vacation leave balance payouts for non-exempt employees do not need a signed original since the basis for these requests can be verified by the Payroll Department on the PeopleSoft System.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.58](http://policies.emory.edu/4.58)
- [https://psoft.hr.cc.emory.edu/](https://psoft.hr.cc.emory.edu/)

**Contact Information**

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<tr>
<th>Subject</th>
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