Policy 4.58  
Supplemental Pay Process

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.58 for the current version.

Responsible Official: VP for Human Resources  
Administering Division/Department: Compensation  
Effective Date: March 30, 2007  
Last Revision: May 07, 2007

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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:

- Extra Duty Pay  
- Bonus  
- Honorarium Payment  
- Vacation Payout  
- Retroactive Salary Increase Payment  
- Monthly Retroactive Payment for Days Not Paid  
- Awards

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 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
Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.