

PAY PERIOD	SUPPLEMENTAL COMPENSATION DATES	ALLOWABLE HOURS	DAYS
12/23/2013-01/05/2014 Unit/Building Open	12/23/2013-12/29/2013 12/30/2013-01/05/2014	24 32 56	M, Th, Fri M, T, Th, Fri
Unit/Building Closed	12/23/2013-12/29/2013 12/30/2013-01/05/2014	8 32 40	M M, T, Th, Fri
01/6/2014 – 01/19/2014	01/06/2014-01/12/2014 01/13/2014-01/19/2014	40 16 56	M-F M, T

FISCAL GUIDELINES

Authorized hours per year	174
Authorized earnings per year	1/12 of annualized salary
Supp Comp Hourly Rate	Annualized salary / 2088
Maximum hours per pay period	16

ACADEMIC GUIDELINES

Authorized hours per year	464
NSF 2/9 of Academic Annual Salary	310 of the 464
Authorized earnings per year	1/3 of annualized salary
Supp Comp Hourly Rate	Annualized salary * .00072
Maximum hours per pay period (Except for winter and summer break)	16

Fiscal appointments (Faculty or Professional) are always limited to 16 hours a pay period throughout the fiscal year. Additionally, all Supplemental Compensation Authorization Forms must be signed by both initiating Department Head and the Home Department prior to processing. Forward completed and approved Supplemental Compensation Forms for Appointed Personnel to Systems Control, University Services Building, Room 401 or if you have questions, please contact Systems Control at 621-3664.

NOTE: Faculty salaries paid on federal award must be in compliance with federal regulations. OMB Circular A-21 doesn't normally allow supplemental compensation during the academic or fiscal appointments. Exceptions must be specifically provided for in the agreement or approved in writing by the sponsoring agency. Please contact Sponsored Projects at 626-6000 for questions regarding payments on federal awards.