

Supplemental Comp Schedule



2015-2016 Supplemental Compensation Schedule
Winter Break / Appointed Personnel

Pay Period: 12/21/2015 – 01/03/2016

Unit / Bldg. Status	Supplemental Comp Dates	Allowable hours (Days)	Total Hours
OPEN	12/21/2015 – 12/27/2015	24 hours (M, T, W)	56
	12/28/2015 – 1/3/2016	32 hours (M, T, W, Th)	
CLOSED	12/21/2015 – 12/27/2015	24 hours (M, T, W)	24
	12/28/2015 – 01/03/2016	0 hours	

Pay Period: 1/4/2016 – 1/17/2016

Supplemental Comp Dates	Allowable Hours (Days)	Total Hours
01/04/2016 – 01/10/2016	40 hours (M-F)	56
01/11/2016 – 01/17/2016	16 hours (M - T)	

GUIDELINES & CRITERIA FOR APPOINTED PERSONNEL:

	FISCAL	ACADEMIC
Authorized Hours Per Year	174	464
NIH Salary Cap	N/A	464 with hourly rate of \$98.982 without departmental match
NSF 2/9 of Academic Annual Salary	N/A	310 of the 464 (464 with NSF approved budget)
Authorized Earnings Per Year	1/12 of annualized salary	1/3 of annualized salary
Supp Comp Hourly Rate Formula	Annualized salary / 2088	Annualized salary * .00072
Maximum Hours Per Pay Period	16	16 (Except for Winter & Summer Break)

- 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**
- 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.