Supplemental Pay Authorization Electronic Form Help Document

When filling out the Supplemental Pay Authorization form, please fill in the fields with bold labels. The other fields will be automatically filled in based on the information you enter. It may take a few seconds for the fields to be automatically filled in.

There is a diagram of the Supplemental Pay Request workflow on the last page of this document to help you understand the process the electronic form goes through.

Supplemental Pay Threshold Check
The electronic supplemental pay request form will automatically check to see if the supplemental pay that will be paid in the fiscal year in which the form is submitted is over 20% of annualized base salary or $14,000 (whichever is greater). If the supplemental pay that will be paid is over the supplemental pay earned this fiscal year threshold, this statement will be printed on the form, “This form requires special approval by the Provost or President/Designee because total supplemental pay exceeds the greater of 20% of annualized base salary or $14,000 in one fiscal year.” If this statement is not on the form, supplemental pay is within the threshold.

How to Handle Pending Supplemental Pay that is not Part of the Current Request
There may be times when supplemental pay is requested when another supplemental pay request is still pending or is approved but has not been paid. The pending supplemental pay will not be included in the Supplemental Pay Paid this FY displayed on the form because, it has not yet been paid. In this scenario, you can enter the Pending Supplemental Pay to be Paid this FY (not including this assignment). This ensures that the supplemental pay that will be paid in the current fiscal year but has not been paid at the time of the current request gets included in the “20% of annualized salary or $14,000” threshold check (described above).

Further explanation of some form fields

Business Officer or Administrator who will certify that funds are available – the person who certifies that the paying department has the money to pay the supplemental pay.

Employee’s HR Liaison – the person designated by Human Resources (HR) as the primary contact for HR for the employee’s home department.

Supplemental Pay Type – the category that best describes the work being done for supplemental pay.

Description of work to be performed and explanation of why the work is beyond the normal workload – provide enough information so that approvers understand why supplemental pay is necessary.
Additional description/explanation of work attachments – this field is optional and gives you the opportunity to upload a PDF or Microsoft Word document and attach it to the form. The document can be seen by all of the form’s approvers and the employee.

Status – The employee’s classification such as Administrative Professional, Faculty, State Classified, or Graduate Assistant. If the employee is Faculty, you will have the option to indicate if they are Tenure/Tenure Track or Non-tenure Track. If the employee is a Grad Assistant, you will have the option to indicate if they are research or teaching.

Other Status Information: (If status above is not sufficient.) – If the auto-filled status information is not what you are expecting or you wish to provide other information related to the employee’s classification, you may do so here.

Regular Base Salary – the employee’s salary (without bonuses or awards) for the current fiscal year. If an employee has multiple employment assignments at CSU, the salary for all assignments is summed.

Annualized Base Salary – For 12 month appointments, the annualized base salary is the same as the regular base salary. For other appointment types, such as hourly or 9 month, the salaries of the employee’s current assignments are calculated as if for 12 months. Then all salaries are summed.

Supplemental Pay Paid this FY (not including this assignment) - The supplemental pay that has been processed by payroll and paid to the employee for the current fiscal year as of the day the electronic supplemental pay request is initiated. This amount does not include requested supplemental pay or supplemental pay that has been approved but not yet processed by payroll.

Pending Supplemental Pay to be Paid this FY (not including this assignment) – If you know of supplemental pay requests that are in process but not yet paid, you can enter that amount here and it will be included in the check to see if supplemental pay has reached the fiscal year threshold that requires special approval. The amount entered here should be supplemental pay that is expected to be paid in the current fiscal year. It does not matter when the pay was earned.

Total Supplemental Pay to be Paid this FY (including this assignment) – The sum of Supplemental Pay Paid this FY, Pending Supplemental Pay to be Paid this FY, and Supplemental Pay to be Paid for this Assignment. If this total exceeds the greater of 20% of annualized base salary or $14,000 in one fiscal year, special approval for the supplemental pay must be given by the Provost or President/Desigee.

How shall supplemental pay be paid? – describes the payment schedule. If you select “Other” an expandable box will appear so you can “Specify how supplemental pay will be paid.” If you click on the lower right corner of the box and drag it while holding the mouse button, you can resize the box.