
2320 EXTRA COMPENSATION FOR UNIVERSITY EMPLOYEES

Effective: December 1986
Revised: July 2006
Last Reviewed: May 2016
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To establish policy for the payment of University employees who provide additional services beyond the scope of their normal employment.

POLICY

1. **Additional Pay Forms** are used to pay employees outside the normal scope of their salary, such as vacation pay at separation, SALINC merit bonuses, extra services, allowance.
2. The additional pay forms require authorizing signatures because the employee is receiving money above and beyond regular salary received via the Distribution Screen. It is imperative that the forms be routed to various offices in time to be passed along to the next level, so they can be received in a timely manner in the Payroll Office for payment in the current pay period. See link for current payroll schedule. <http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/>.
3. Because these payments represent money outside the normal salary, these forms/payments do not qualify for hand drawn checks.
4. Non-exempt employees must be paid for services in accordance with the requirements of the Fair Labor Standards Act, particularly with regard to straight time versus overtime rates.
5. Payments for extra compensation charged against sponsored programs must be approved by the [Office of Research Services](#) prior to payment.
6. Payments for extra compensation for Faculty must be approved by the Office of the Provost.
7. Payments for extra compensation for Staff must be approved by Human Resources.