

## 2404 EARNED COMPENSATION - PROFESSIONAL, ADMINISTRATIVE, AND SUPPORT STAFF

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Effective: December 1986  
Revised: April 2013  
Last Reviewed: April, 2018  
Responsible Office: Comptroller  
Approval: Comptroller

### PURPOSE

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To establish policy for the payment of extra compensation (other than job related overtime for nonexempt staff and bargaining unit employees) to exempt and nonexempt staff employees who provide additional services beyond the scope of their normal employment.

### POLICY

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1. Payment of all extra compensation must be made through Additional Pay module in Penn Works.
2. Non-exempt employees must be paid for services in accordance with the provisions of the Fair Labor Standards Act. <https://www.hr.upenn.edu/myhr/resources/policy/compensation/overtime>
3. In order for exempt or nonexempt to be eligible for extra compensation, the additional services provided must be beyond the scope of responsibilities that the individual normally would be expected to accomplish.
4. Requests for services which will result in extra compensation require prior approval by the Home and Paying School/Center Business Administrator, employee's supervisor, Home and Paying School/Center Human Resources approver, and Central Human Resources via Additional Pay Pre-Work module in PennWorks.
5. A justification for the amount to be paid and an explanation of the additional services provided must be attached. Once payment is approved and verified, request will be submitted through Additional Pay module in PennWorks.
6. Once requests are approved in the Additional Pay module in Penn Works, payment for approved extra compensation will be made by the Payroll Department in the next available payroll cycle.