

## **SUPPLEMENTAL PAY ON SPONSORED PROJECT REQUIREMENTS**

When paying an employee via Supplemental Pay on Sponsored Project, Step's 1 & 2 are required prior to initiating the business process in Workday, Step 3.

**1. Supplemental pay memo is created and should include:**

- a. Project Name and account number
- b. Effective start and end date
- c. Description of work/task performed
- d. Amount of payment
  - Gross Pay Amount = Benefits (standard payroll taxes) ***included***
  - Net Pay Amount = Benefits (standard payroll taxes) ***not included***
- e. Signatures of PI, chair/dean of faculty performing scope of work, Office of Research and Graduate Studies and Department of Grants & Contracts.
- f. The project budget and scope of work identifying the faculty payments within the award proposal, attached to memo

**2. For Time and Effort Reporting:**

The Office of Research and Graduate Studies will identify whether payment is Extra Service Pay Research (ESPR)\* or Incidental Activities-Research (IAR)\* and will note on memo for processing

**3. The completed memo is processed through the faculty payee's department, using the Supplemental Pay on a Sponsored Project Job Aid as a guide for processing.**

- a. The following supporting documents must be uploaded in Workday when completing this business process.
  - i. Signed and approved memo
  - ii. Budget Justification supporting payment
  - iii. Supplemental Pay Guide
  - iv. Any additional supporting documentation you would like to add such as emails, flyers, etc.