DECISIONS

VALDOSTA STATE UNIVERSITY

Supplemental Pay

Approver User Guide

Supplemental Pay Purpose

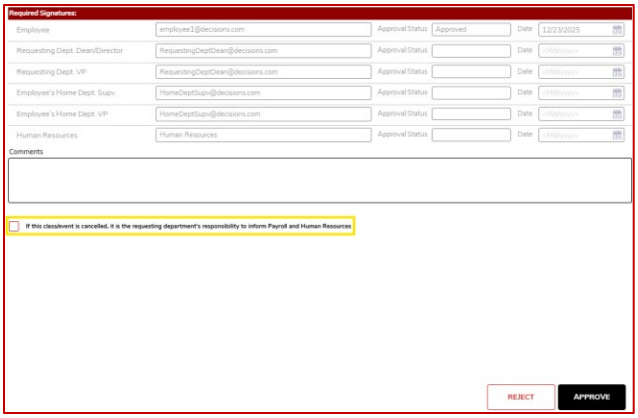
The purpose of Supplemental Pay is to enable Faculty or Staff to request additional compensation on behalf of another Faculty or Staff member. The requester must complete a form with all relevant information and obtain the necessary signatures from individuals responsible for reviewing and approving the request.

Supplemental Pay Approval Process

When submitted, a copy of the Supplemental Pay Request will be assigned sequentially to each user listed in the Required Signatures List. If the same user is designated to sign multiple times, they will be prompted to sign all relevant approvals simultaneously. The approval sequence is as follows:

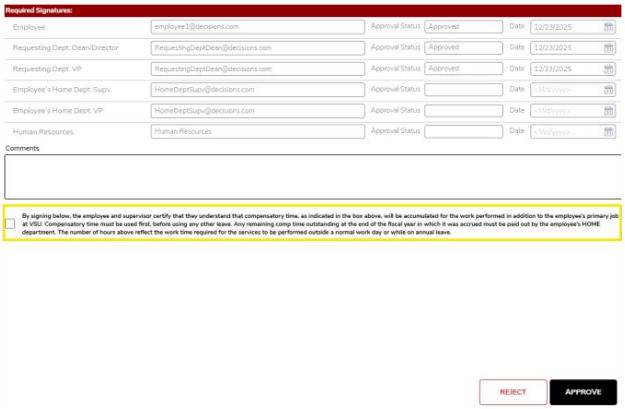
1. Employee
2. Requesting Department Dean/Director
3. Requesting Department Vice President
4. Employee's Home Department Supervisor
5. Employee's Home Department Vice President
6. OSPRA (If Applicable)
7. Provost (If Applicable)
8. Human Resources

Requesting Department Approval



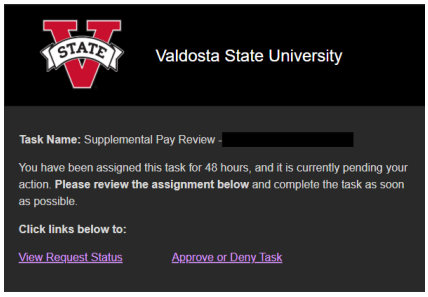
The Department Dean / Director and VP must also agree to the acknowledgment message during approval.

Employee's Home Department Approval

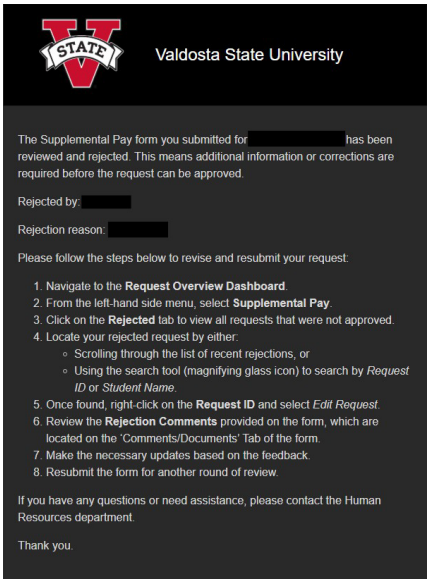


If the request is for a Bi-Weekly Staff, the Employee's Home Department Supervisor and VP must also agree to the acknowledgment message during approval.

If no action is taken within 48 hours, a reminder email will be sent to the user or group to respond to the request.



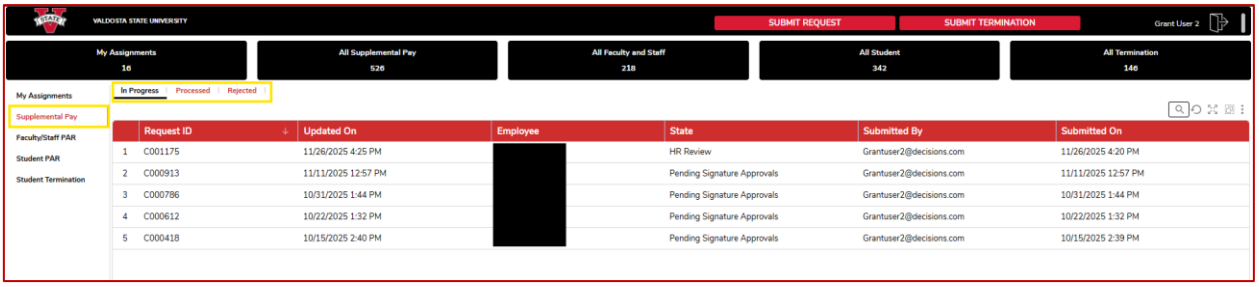
If a request is rejected at any point, a rejection email will be sent to all previous approvers and the submitter, outlining the reason for rejection and providing guidance on the next steps for resubmission.



Note: Please do not complete the Supplemental Pay Form in Decisions and download it as a PDF to submit to Human Resources

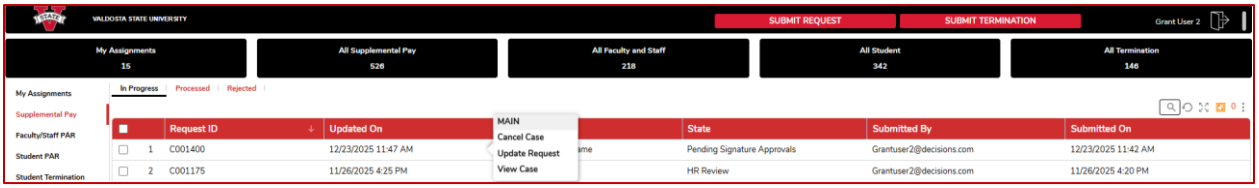
Supplemental Pay Dashboard

The Supplemental Pay Dashboard has 3 tabs: In Progress, Processed, and Rejected, with each tab showing a report that lists requests in their corresponding state.



Requests appear in the In Progress tab upon initial submission and while awaiting review by the necessary approvers. Requests approved by HR are moved to the "Processed" tab, while those that are rejected are transferred to the "Rejected" tab. The Supplemental Pay Dashboard will only display requests in which the user is involved.

Supplemental Pay User Actions



To view the supplemental pay actions, right click on a case. To view column filter options, hover your mouse over the column name.

Cancel Case

Enables the user to cancel the selected Supplemental Pay Request. This feature applies only to In Progress requests and can only be performed by users involved in the request. Upon cancellation, an email notification will be sent to inform the involved users of the cancellation. The request will then be moved to the "Processed" tab on the Dashboard, with its status marked as "Cancelled."

Update Request

Enables the user who submitted the request or HR personnel to update the list of required approvers, provided the request has not yet received full approval. Only approvers who have not yet approved the request can be modified. Once the update is completed, a Task Assignment email will be sent to the revised designated signatory when it's their turn to approve.

Approvers may hold multiple roles and will sign at the highest applicable level. For example, if an approver is both the Requesting Dean and the Home Department VP, they will sign on behalf of the highest role, the Home Department VP. If an update request is initiated that replaces the Requesting Dean's approval while the original approver's signature is still pending, the current assignment for the Home Department VP will be canceled to prioritize the Requesting Dean's approval. Additionally, if at any point a pending signature from a lower-level approver is updated to a new user who does not

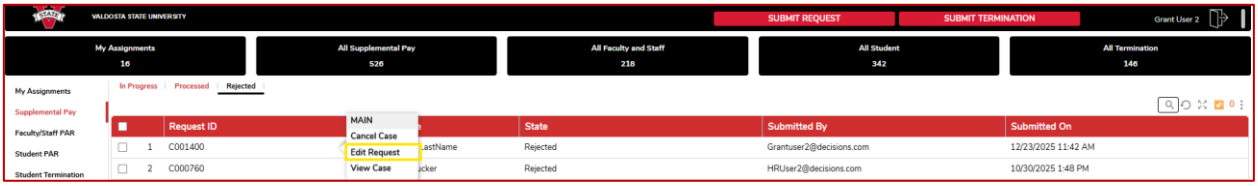
belong to a higher group, the highest-level assignment will be canceled to allow the lower-level approver to sign first.

View Case

Allows the user involved in the request to view the case, including its historical and current progress.

Edit Request

Enables the user who submitted the request to make edits after it has been rejected. Once the modifications are completed, the request can be resubmitted.



Download PDF

Provides the user involved in the request with the ability to download the form as a PDF and any attached files following final HR approval of the selected Supplemental Pay Request.

