DECISIONS

VALDOSTA STATE UNIVERSITY

Supplemental Pay

Submitter User Guide

Supplemental Pay Purpose

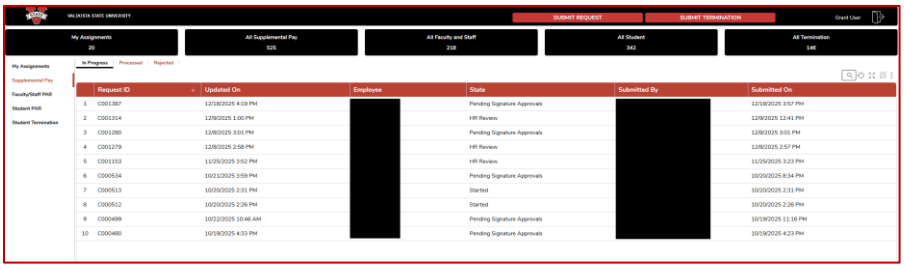
The purpose of Supplemental Pay is to enable Faculty or Staff to request additional compensation on behalf of another Faculty or Staff member. The requester must complete a form with all relevant information and obtain the necessary signatures from individuals responsible for reviewing and approving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

Supplemental Pay Process Overview

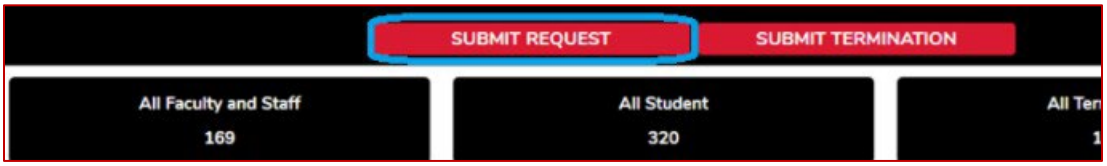
Initiating a Supplemental Pay Request

To initiate the Supplemental Pay Process:

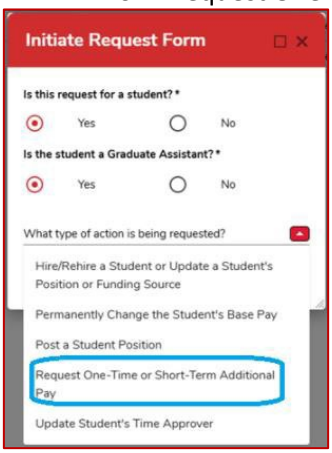
- Navigate to Supplemental Pay Dashboard

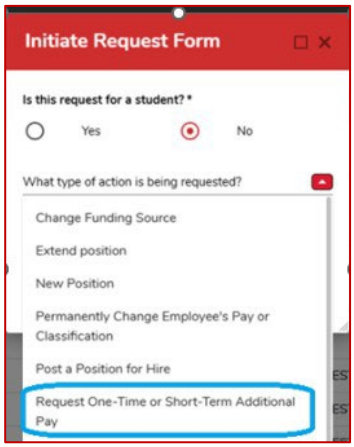


- Click the “Submit Request” button on the top of the dashboard.



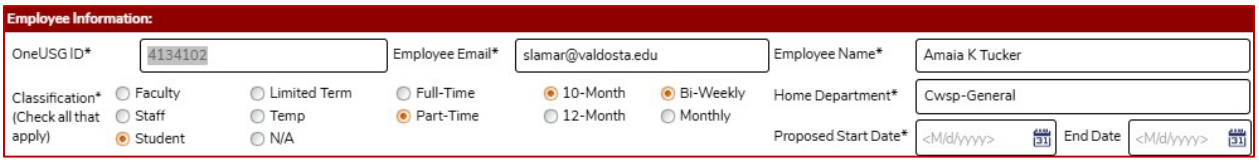
- A questionnaire will appear to guide the user to the appropriate form. To navigate to the Supplemental Pay Form request, select the following options:
    1. Yes -> Yes -> Request One-Time or Short-Term Additional Pay
    2. No -> Request One-Time or Short-Term Additional Pay





Supplemental Pay Form

Employee Information

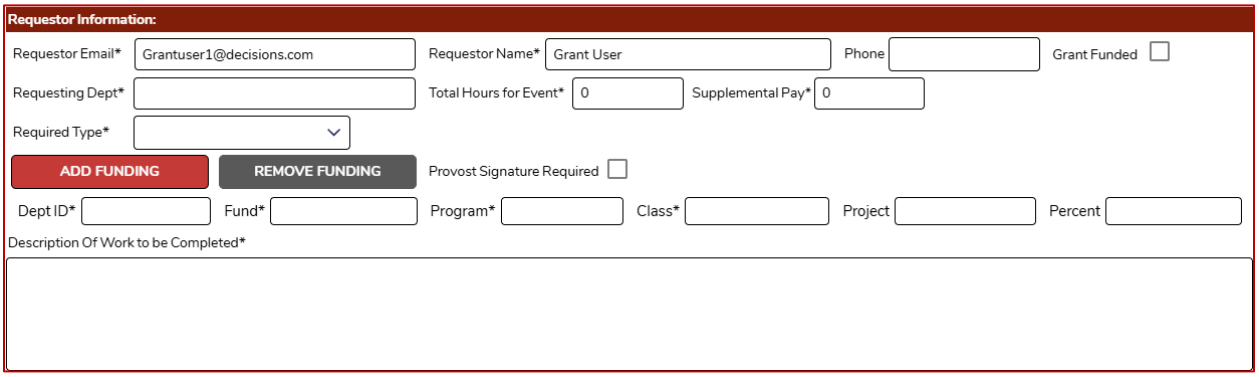


The user will start the Supplemental Pay Form by completing the Employee Information section. Entering a valid OneUSG ID will **automatically populate:**

- Employee Email
- Employee Name
- Home Department
- Classification fields
    - The Classification "Term" field is not auto populated and must be manually entered.
    - If the Classification is Staff and Bi-weekly, then a "Bi-Weekly Staff" section will be displayed (more information below).

These fields can also be updated manually after they are auto populated. The Start/End Date must be entered manually.

Requestor Information



The Requestor Information Section is broken up into 3 sections:

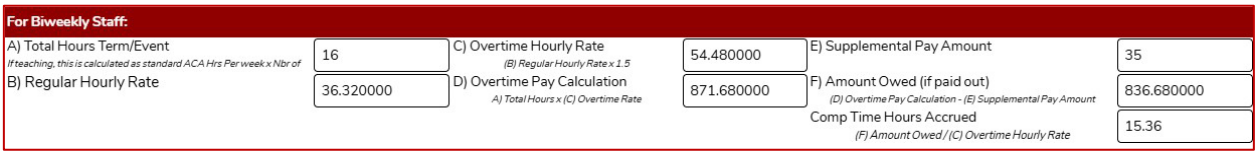
1. Requestor Information
    a. The requestor's email and name will be automatically populated based on the account information of the user submitting the request.
    b. The remaining fields in Requestor Information must be filled out manually.
    c. If this request is Grant Funded, the User will select "Grant Funded", dynamically adding OSPRA as a required signature.
    d. If this request is for staff, the requester has the option to request a signature from a provost by selecting "Is Provost Required," which will automatically populate the provost field in the "Required Signature" section.

2. Funding Information
    a. The user must also complete at least one funding row and may include up to a maximum of three funding rows.
3. Description of Work to be Completed
    a. The user must provide a description of work to be completed.

Bi-Weekly Staff



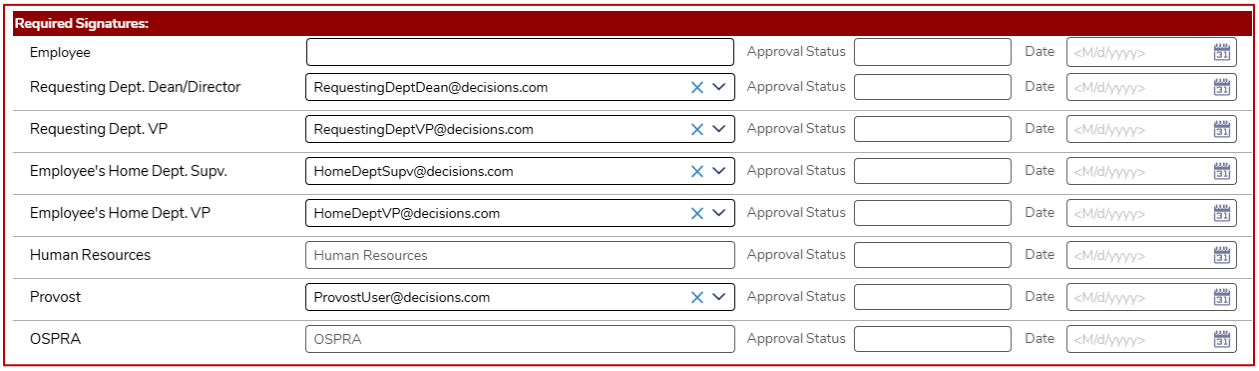
If the combined selection of "Staff" and "Bi-Weekly" is made in the Classification, the Bi-Weekly Staff section will appear dynamically.



The fields "Total Hours for Event" and "Supplemental Pay Amount" will be automatically populated based on their respective fields in the Requestor Information section. After the user manually enters the "Regular Hourly Rate," the following fields will automatically calculate their values:

- Overtime Hourly Rate
- Overtime Pay Calculation
- Amount Owed (if paid out)
- Comp Time Hours Accrued

Required Signature



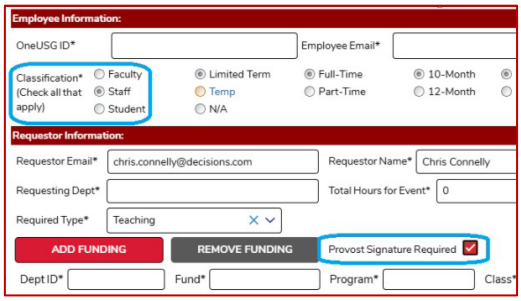
This section lists all groups or users in sequential order whose signatures are required to authorize the approval process. A user must be selected from the dropdown menu to approve the Supplementary Pay Request. The required signatories, in order, are:

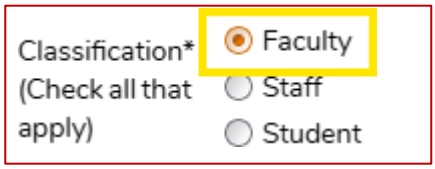
1. Employee
2. Requesting Dept. Dean / Director
3. Requesting Dept. VP

4. Employee's Home Dept. Supervisor
5. Employee's Home Dept. VP
6. OPSRA
    a. If "Grant Funded" is selected on the form, the request will be forwarded to OPSRA for approval.



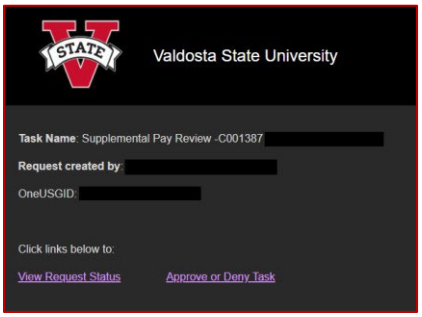
7. Provost
    a. If "Provost Signature Required" or "Faculty" is selected, the request will be routed to the provost for approval.



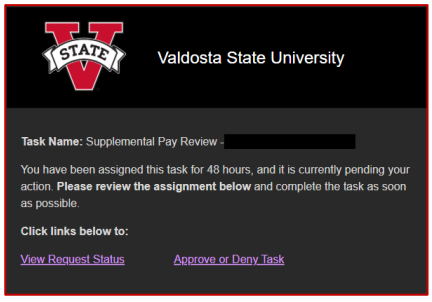


8. Human Resources

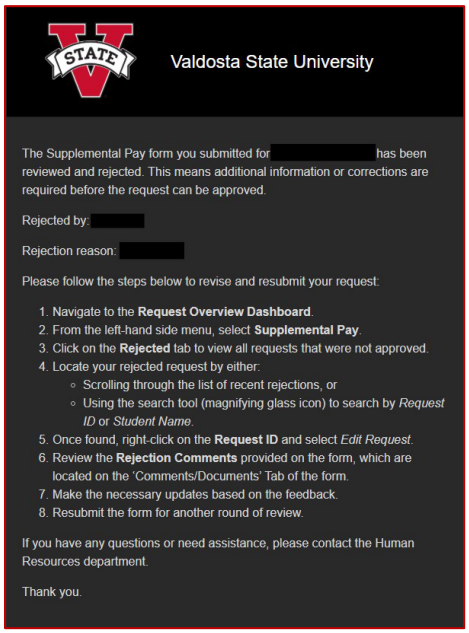
Once a user is assigned to review the Student PAR Request, they will receive an email notification prompting them to review the request.



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.



Valdosta State University

The Supplemental Pay form you submitted for [redacted] has been reviewed and rejected. This means additional information or corrections are required before the request can be approved.

Rejected by: [redacted]

Rejection reason: [redacted]

Please follow the steps below to revise and resubmit your request:

1. Navigate to the **Request Overview Dashboard**.
2. From the left-hand side menu, select **Supplemental Pay**.
3. Click on the **Rejected** tab to view all requests that were not approved.
4. Locate your rejected request by either:
   - Scrolling through the list of recent rejections, or
   - Using the search tool (magnifying glass icon) to search by *Request ID* or *Student Name*.
5. Once found, right-click on the **Request ID** and select *Edit Request*.
6. Review the **Rejection Comments** provided on the form, which are located on the 'Comments/Documents' Tab of the form.
7. Make the necessary updates based on the feedback.
8. Resubmit the form for another round of review.

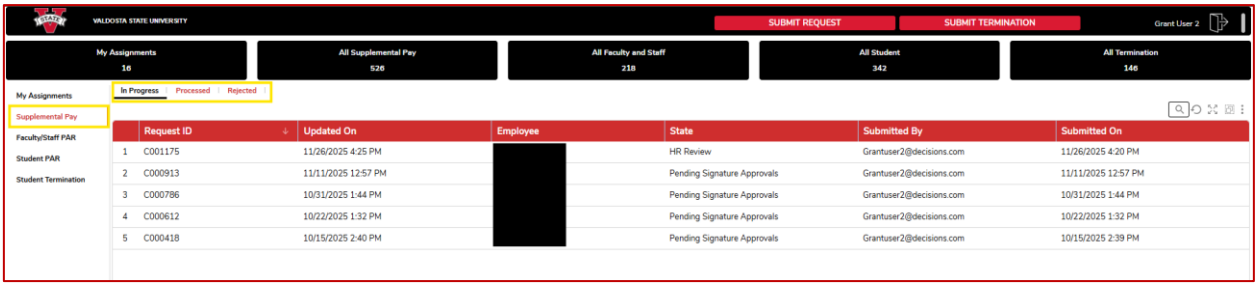
If you have any questions or need assistance, please contact the Human Resources department.

Thank you.

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

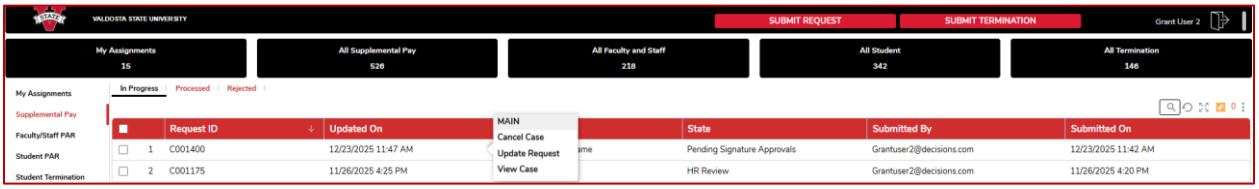
Supplemental Pay Dashboard

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 "Canceled."

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

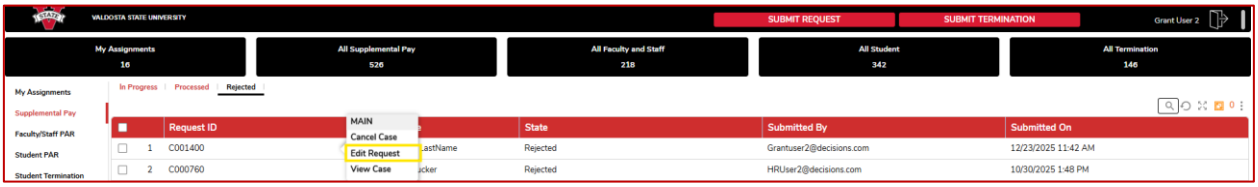
belong to a higher group, the highest-level assignment will be canceled to allow the lower-level approver to sign first.

View Case

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

Edit Case

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.

