31.01.99.C0.01 Approval of Supplemental Pay and Dual Employment

Revised: July 14, 2022
Next Scheduled Review: July 14, 2027
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) allows for dual employment and supplemental pay for employees under specific circumstances. This procedure provides guidance on various situations of dual employment and supplemental compensation at TAMU-CC in accordance with the Texas A&M System policies and regulations and university rules and procedures.

Procedure

1. GENERAL

1.1. Faculty and staff may provide services outside the scope of their primary appointment. There are two (2) distinct situations that may arise in which an employee is entitled to additional compensation:

(a) Single activities that result in one (1) or more payments being made to the employee, and

(b) Ongoing activities that result in dual employment and multiple payments to the employee.

1.2. The work performed in the additional employment need not be related to educational and experience requirements of the primary appointment and may be in a different capacity than the employee's primary appointment.

1.3. Any employee may accept additional employment with another department, unit, or component of the Texas A&M University System provided the employee obtains the advance approval from the head of both the current department or unit and the employing department or unit.

1.4. Graduate Assistants will rarely be allowed to work over 50% effort during fall and spring semesters.

1.5. Additional restrictions may apply to foreign national graduate assistants.

1.6. Non-exempt employees must be compensated in accordance with system regulations 33.99.05, Part-Time Employment, 33.99.06, Administration of Multiple Employment, and 31.01.09, Overtime.

2. PROCESS

2.1. Supplemental Pay for a Single Activity

2.1.1. Occasionally employees are engaged to perform services that are not part of their primary position. This may include serving as a "participant" under a sponsored project. Compensation for these assignments may be processed through the One-Time Payment Request Form, which can be found on the Human Resources website and in the Appendix section of this procedure. This form should not be used to pay non-exempt employees for overtime work. One-time payments should not be used to facilitate compensation for ongoing efforts in support of a sponsored project.

2.1.2. The One-Time Payment form should also be used to process payments for relocation expenses for new hires and one-time merit compensation (additional approvals required).

2.1.3. Payments will be made according to the published bi-weekly payroll schedule after the form has been completely approved and received by the Payroll office.

2.1.4. Payments will be processed only after services have been rendered.

2.1.5. The One-Time Payment form must be approved through the chain of command up to the division vice president.

2.2. Supplemental Pay for Ongoing Activities

2.2.1. Requests for multiple payments for ongoing services should be processed in Workday as an allowance or an additional job. Requests for supplemental pay for faculty due to teaching more than 100% effort or serving in an administrative role should be processed as an allowance in Workday. Requests for supplemental pay for staff who are also hired to teach should be processed as an additional job in Workday.

2.2.2. Allowances entered in Workday will route through the appropriate chain of command for approvals.

2.2.3. Submissions in Workday to add an additional job will route in Workday through the appropriate chain of command including both the primary manager and the manager of the additional job. If the employee has a heavy workload in the primary employing department, consideration should be given to whether additional activity would negatively impact the primary employing unit.

3. OTHER PAYMENTS

3.1. If payment for the services is from an external funding source as defined in system regulation *15.01.01, Sponsored Programs – Research and Other*, the pre-approval of the Vice President for Research and Innovation is required.

3.2. State law prohibits retroactive salary increases. However, when a salary increase is approved and documented by the division vice president, or the President for units reporting to the President, the increase may be effective retroactive to the first day of the pay period in which the final approval was completed.

Related Statutes, Policies, or Requirements

System Policy *31.01, Compensation*
System Regulation *15.01.01, Sponsored Programs – Research and Other*
System Regulation *31.01.09, Overtime*
System Regulation *33.99.05, Part-Time Employment*
System Regulation *33.99.06, Administration of Multiple Employment*

This procedure supersedes:

- *31.01.99.C1.01, Approval Procedures for Supplemental Pay and Dual Employment*

Appendix

One-Time Payment Request Form

Contact Office

Contact for clarification and interpretation: Human Resources
361.825.2630