KENNESAW STATE UNIVERSITY
NORMAN J. RADOW COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

RADOW GUIDELINES FOR PROCESSING SUPPLEMENTAL PAY REQUESTS FOR STAFF

The supplemental pay process for staff requires several pre-approvals and reviews before payment can be issued. This job aid serves as a guide through each stage of the process, from funding approval and HR eligibility review to final payroll submission, helping ensure compliance and efficient processing.

PROCESS

Step one: Confirm funding is available and that supplemental pay has been approved by Dean Kaukinen. Supplemental pay requires pre-approval from Academic Affairs which Dean Kaukinen will obtain.

Step two: Comp Review in HR must confirm that staff is eligible to receive pay. Submit a request to HR by emailing compreview@kennesaw.edu with the list of staff, amount to pay, and dates/times of workshops. There are many factors to be reviewed, including the staff members normal work schedule (must take annual leave if it occurs during their normal work hours) and if the staff member is exempt or nonexempt (which is a rarity but does impact the pay).

Step three: ***Notice of Intent form*** must be completed and routed for signatures. The description of the non-credit activities must be outlined and signed by the employee and their manager to ensure there will not be any conflict with the staff member's primary job. I do recommend including in the 'description of your activities in the program' the days/times the staff will be needed to provide services to the non-credit activity. This information will be needed for the staff's manager to determine whether a conflict may occur. If a conflict does occur, the manager will need to list the work schedule accommodation that will be made for the staff member to conduct the non-credit course activities.

Step four: Once the Notice of Intent is signed, you must complete and route the ***Supplemental Pay Form for Non-Credit Activities***. If the payment will be a lump sum, do not submit until after all services have been completed. If the payment will occur in installments, please notate on the form and route once services start. If for any reason all services are not going to be completed by the staff, you must contact HR immediately to stop any future installments from being paid.

Step five: The MSS transaction for Supplement Pay Request must be submitted and the signed Supplemental Pay Form attached to the transaction. Please contact the HR Business Partner assigned to the Division the staff's primary job is housed and they will assist with this MSS

transaction as you will not have access to the staff member for submission. This is the link to the HR contact by Division. https://hr.kennesaw.edu/hrteams.php

FORMS

Notice of Intent: Non-Credit Activities
https://campus.kennesaw.edu/offices-services/fiscal-services/forms/docs/notice-of-intent-non-credit-activities.pdf

Supplemental Pay Form for Non-Credit Activities Faculty & Staff
https://campus.kennesaw.edu/offices-services/fiscal-services/forms/docs/supplemental-pay-form-for-non-credit-activities.pdf

HR CONTACT INFORMATION

HR Front Desk: 470-578-6030
HR Email: compreview@kennesaw.edu