

Supplemental Pay Matrix for Faculty

Revised 02/09/2023

Action	Supplemental Pay Type	OneUSG Connect Supplemental Pay Code	GT-TRACS Package Required?	OneUSG Required Attachment(s)	Notes to Include in Transaction Comments
Relocation Assistance Payment	one-time	Taxable Moving Expenses	Yes	Relocation Repayment Agreement , Signed offer letter	Include where the employee moved from and to in comments.
Executive Education Courses	one-time	Faculty Temp Assignment	No	Scheller/GTPE Forms^	State payment is for teaching EMBA and the course name, number, and Dates
Online Master's Program Courses	one-time	OMS CS (GT) <i>Use for all OMS programs</i>	No	GTPE Forms^	State the nature of the request and for what course the payment is being requested
GTPE Non-Credit Courses	one-time	Faculty Temp Assignment	No	GTPE Forms^	State payment is for teaching a non-credit GTPE course and include course name
Faculty Temp Assignment (other, one-time pay)	one-time	Faculty Temp Assignment	No	[None]	Include duties, department for whom duties were performed, and dates
Administrative Appointment Supplement	defined-term	Academic Admin Assignment	Yes	[None]	Administrative Title. If interim, include that it is interim
Course Overload	defined-term	Overload	No	USG Overload Form	Class(es) Taught
Additional Duties – Adding Teaching (For academic professionals, professors of the practice, researchers and postdocs for whom teaching is not part of their regular assignment)	defined-term	Add't to Job Responsibilities	Yes	[None]	State that it is for teaching [insert course number]
Additional Duties – Adding Teaching (For classified staff positions)	defined-term	Add't to Job Responsibilities	Yes	Signed offer letter	State that payment is for teaching [insert course number]
Additional Duties (interim, non-administrative duties)	defined-term	Add't to Job Responsibilities	Yes	Signed offer letter	Summary of assignment
Car Allowance	defined-term	Car Allowance	Yes	Signed offer letter	
Housing Allowance	defined-term	Housing Allowance	Yes	Signed offer letter	
Subsistence	defined-term	Subsistence	Yes	Signed offer letter	
Incentive Compensation & Award Payments (Approved first through GTHR process*)	one-time	<i>Use corresponding one-time pay code as approved by GTHR*</i>	No	GTHR Award Payment Request*	

Gregory Hampton (Payroll) must be inserted as Ad-Hoc Approver after Level 4 (FA) and prior to Level 5 (GTHR) on all faculty supplemental pay transactions.

*See forms for additional required approver information.

^Faculty Affairs supports the units who require these forms. The attachment is not required for Faculty Affairs processing so long as GTPE and/or Scheller have approved and acknowledged in transaction comments that the forms are not required.

Note that these are minimum requirements. Additional attachments, requirements and/or comments may be necessary in some cases at the discretion of the unit or Faculty Affairs.