

## Supplemental Pay Matrix for Faculty

Revised 01/06/2025

Action	Supplemental Pay Type	OneUSG Connect Supplemental Pay Code	GT-TRACS Package Required?	OneUSG Connect Transaction Required Attachment(s)	Notes to Include in OneUSG Connect Transaction Comments
<b>Relocation Assistance Payment</b>	one-time	Taxable Moving Expenses	Yes	<a href="#">Relocation Repayment Agreement</a> , Signed offer letter	Include where the employee moved from and to in comments.
<b>Executive Education Courses</b>	one-time	Faculty Temp Assignment	No	Scheller/GTPE Forms^	State payment is for teaching EMBA and the course name, number, and Dates
<b>Online Master's Program Courses</b>	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
<b>GTPE Non-Credit Courses</b>	one-time	Faculty Temp Assignment	No	GTPE Forms^	State payment is for teaching a non-credit GTPE course and include course name
<b>Faculty Temp Assignment (other, one-time pay)</b>	one-time	Faculty Temp Assignment	Yes	Signed offer letter <i>or</i> PDF generated by <a href="#">GTHR Supp Pay Intake</a>	Summary to include duties, department for whom duties were performed, and dates
<b>Administrative Appointment Supplement</b>	defined-term	Academic Admin Assignment	Yes	Signed offer letter	Administrative Title; if interim, state that it is interim/temporary and anticipated end date
<b>Course Overload</b>	defined-term	Overload	Yes	<a href="#">GT Course Overload Form</a>	Class(es) Taught
<b>Additional Duties – Adding Teaching</b> (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 prefix and number] and [semester]
<b>Additional Duties – Adding Teaching</b> (For classified staff positions)	defined-term	Add't to Job Responsibilities	Yes	Signed offer letter	State that payment is for teaching [insert course prefix and number] and [semester]
<b>Additional Duties</b> (interim, non-administrative duties)	defined-term	Add't to Job Responsibilities	Yes	Signed offer letter	Summary of assignment
<b>Car Allowance</b>	defined-term	Car Allowance	Yes	Signed offer letter	
<b>Housing Allowance</b>	defined-term	Housing Allowance	Yes	Signed offer letter	
<b>Subsistence</b>	defined-term	Subsistence	Yes	Signed offer letter	
<b>Incentive Compensation &amp; Award Payments</b> (Approved first through GTHR process*)	one-time	<i>Use corresponding one-time pay code as approved by GTHR*</i>	No	<a href="#">GTHR Award Payment Request</a> * with GTHR Finance approval	

**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.*