Guidelines for the Additional Pay Process

A. Purpose
McCormick Departments, programs and centers must obtain Dean’s approval to provide faculty or staff with additional compensation for assignments and responsibilities that are significantly different or beyond the employee’s normal job duties and regular pay. This includes approval of faculty teaching additional classes, lectures and workshops. *Additional pay must be approved by the Dean’s Office or school designee before commitment is made to the individual.

B. Eligibility
Faculty, exempt and non-exempt staff, post-docs, and research associates who hold active, paid appointments are eligible for additional pay. For payments to temporary employees or individuals who do not have an active HRIS record and who are not being appointed into an adjunct or lecturer position, use the Special Pay request green form. Adjunct and lecturers are not eligible for additional pay.

C. Service
Additional pay assignments should be nonrecurring and short term (less than six months). The additional work should not conflict with the responsibilities and/or effort commitment to fulfill the primary appointment.

Additional pay assignments that are funded by a sponsored account are subject to a rigorous review and approval process by McC Research Administration and OSR.

D. Benefits
Additional pay is subject to the benefit rate assessed for statutory fringe benefits. Additional pay is not a basis for the determination of salary-based benefits. However, if the employee’s annual salary is under $110k, the additional pay amount is a basis for retirement contributions.

The following accounts are valid for use on the Additional Pay form:
Account 60063 – Faculty; Account 60062 – Kellogg Faculty; Account 60102 – Staff.

E. Workflow
To begin the additional pay process, follow the Additional Pay Process workflow to ensure compliance with NU/McC guidelines. A standard response time to the McC Advance Request form is three days. Standard processing time for McC’s approval of Additional Pay blue form is three days.

*Note: Once an adjunct or lecturer has an active HRIS appointment, use the Advance Request for Additional Pay form to obtain Dean’s approval for additional teaching/service in future quarters. Use the HRIS appointment gray form to start and stop pay.

See complete NU Additional Pay Policy at: http://www.northwestern.edu/hr/payroll/addpaypolicy.pdf
Additional Pay Process

McC dept/unit identifies reason for additional services/effort above primary appointment.

**Before commitment is made to the person,** complete McC Advance Request Form for Additional Pay, including signatures from the requesting dept/unit’s chair/director and candidate’s home department chair.

- **For FACULTY:**
  - Send McC Advance Request Form
  - TO: Assoc Dean Joseph Schofer (Tech L274) c/o Jason Grocholski.

- **For STAFF:**
  - Send McC Advance Request Form
  - TO: AF&P Office, Beth Abbott (Tech L364).

AF&P Office will seek authorization from NU HR Consultant and, if funded by a sponsored account, OSR approval.

Upon school level approval, dept/unit will receive a signed copy of the McC Advance Request Form. (If denied, you will receive the form with notation.)

McC dept/unit prepares either the HRIS Appointment gray form (before services commence) or NU HR Additional Pay blue form. Attach a copy of the authorized McC Advance Request Form.

Submit respective blue or gray forms and one copy TO: AF&P Office, Beth Abbott (Tech L364).

AF&P Office applies school level approval and sends to NU HR Payroll.

Payment made in conjunction with employee’s monthly or bi-weekly regular pay based on Payroll calendar cut-off schedule.

**Note:** If the faculty additional pay is from a sponsored account, dept/unit should obtain McC Research Admin signature on payroll forms prior to submitting to AF&P. AF&P sends to OSR. OSR sends to Payroll.

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