Supplemental Pay on a Sponsored Project

ESPR (Object Code 1940) – *Extra Service Pay – Research* - compensation for any services greater than 1% of the employee's monthly institutional base salary. Extra Service Pay must be included in Time and Effort Reporting.

IAR (Object Code 1940) – *Incidental Activities – Research* - compensation less than or equal to 1% of the employee's monthly institutional base salary and is not included in Time and Effort Reporting.

Overview

This job aid describes the steps for a Department Administrator (HR Contact) to request a Supplemental Payment on a sponsored project. The supplemental payment will be processed as a Request Compensation Change > Allowance in Workday. The Workday business process of Request One-Time Payments **cannot** be used to process a Supplemental Payment on a Sponsored Project.

- **Prerequisite:** must either be specifically budgeted in the proposal or receive prior written approval by the awarding agency.
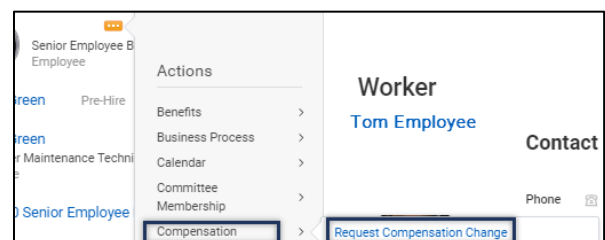
Important Information:

- Effective Date: The Effective Date of the action should be any date within the month that the work was completed.
    - o Example: Employee will perform work from July 13 to September 20. The Effective Date of the action will be a date in September and the Actual End Date (located in *Additional Information* of the Allowance section) must be the last day of that same month. In this example it would be September 30*.*
- *Extra Service Pay – Research* and *Incidental Activities – Research* do not prorate.
    - o Example: If an allowance is $500, the employee will receive $500 regardless if the effective date is in the middle of the month.
- Supplemental compensation is to be calculated on the same basis as any other activity and at a rate not to exceed Institutional Base Salary (IBS.
    - o Example: An employee works 100% at an IBS of $4,000 a month. If they work an additional 10% effort, they will receive a supplemental payment of $400 (10% of $4,000).

Steps

Initiate Request Compensation Change

1. Search for the Employee for which you need to request a compensation change

2. From the Employee's **Actions**, hover over **Compensation** and click **Request Compensation Change**

3. In the **Effective Date & Reason** section, click the Edit icon to edit / confirm the following fields, as needed:

Effective Date	* 09/13/2025
Use Next Pay Period	☐
Employee	*

- **Effective Date** *(*Review *Important Information)*
- **Use Next Pay Period** (Make sure box is unchecked)
- **Employee** *(*Employee's name will automatically populate*)*

4. Click **OK**

5. On the **Compensation** page, complete the following fields in the **Effective Date & Reason** section:

- **Effective Date** (Effective date will automatically populate with the date entered from the previous step)
- **Use Next Pay Period** (Use Next Pay Period will automatically populate with the information entered from the previous screen)
- **Reason: Request Compensation Change > Allowance Adjustment**

Notes:

- A compensation change can only be done for employees within the Supervisory Organizations that a security role supports, for the direct reports of a Manager or for those within the management chain

6. In the **Employee Visibility Date** section, update **Employee Visibility Date** (skip this step)

Employee Visibility Date	
Employee Visibility Date	✎

7. In the **Allowance** section, complete the **Compensation Plan section.**

- In the search field for the **Compensation Plan**, search for either *Extra Service Pay - Research* or *Incidental Activities – Research* (both can be selected from the drop-down list)
- Enter dollar **Amount** of monthly allowance to be paid
- Enter **Actual End Date** (see Important Information)
- Do not use **Expected End Date**

Compensation Plan
× Extra Service Pay - Research

Amount *
0.01

Currency *
× USD

Frequency *
× Monthly

∨ Additional Details

Expected End Date
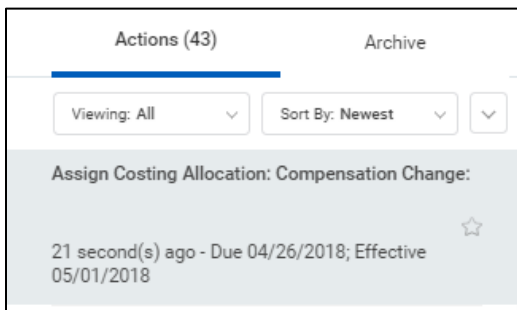MM/DD/YYYY

Actual End Date
09/30/2025

8. Enter any **Comments** (as needed)

9. Add **Attachments** (as needed)

10. Click **Submit**

Up Next

- The business process will route for approval (Research Partner or Compensation Partner) depending on the position type.

- The initiator will receive a To Do to Assign Costing Allocation. However, **Assign Costing Allocation** is an required step in this business process.

Assign Costing Allocation

1. Navigate to your **Inbox**

2. Click the "Assign Costing Allocation: Compensation Change" To Do

   Actions (43)   Archive

   Viewing: All ⌄   Sort By: Newest ⌄   ⌄

   Assign Costing Allocation: Compensation Change:
                                                ☆
   21 second(s) ago - Due 04/26/2018; Effective 05/01/2018

3. From the Inbox task, click **Assign Costing Allocation** ONLY if changes need to be made

   IMPORTANT: If you know that *no* changes are needed to accounts, dates or percentages, you should **Submit** the To Do *without* taking further action

   Assign Costing Allocation

4. From the **Assign Costing Allocation** page, choose the correct **Worker** and confirm the correct **Position** populates. Enter an **Earning**

if you are *ONLY* changing the costing allocations for an allowance

When adding costing allocations to an employee you will always select/enter either:

Worker and Position; this is where the employees regular salary will be charge.
or
Worker, Position and Earning; this is where you can call out a specific earning such as Cell Phone S

Worker Costing

Worker [   ] ☰

Position [   ] ☰

Earning [   ] ☰

Position Restrictions Costing

Effective Date   04 / 24 / 2018 📅
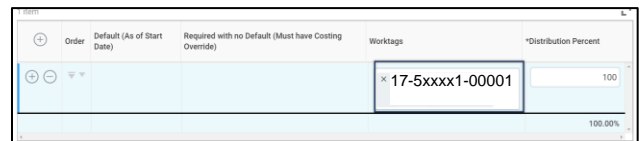
Position Restrictions [   ] ☰

   OK   Cancel

Note: Since employees may hold more than one position, it is important to always confirm the position selected.

IMPORTANT: The **Position Restrictions Costing** section should not be modified when making changes to an Employee

5. Click **OK**

6. Enter the duration of the costing allocation. Complete the following fields:

   - **Start Date** The first day of the month that the work will begin

   - **End Date** This signifies the last day of the month the work will end

7. Update the sponsored project account number in the **Worktags** field (e.g., 5xxxx1-00001)

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
⊕⊖	⌄ ▾			× 17-5xxxx1-00001	100
					100.00%

8. The **Distribution Percentage** will default as 100. To distribute percentages across mutliple sponsored project accounts, click the **Add Row** icon and enter distribution percentage for each sponsored project

9. Click **Submit**

Note: A change to either the **Effective Date**, **Percentage**, or **TAMUS Cost Center** must be made in order for the business process to route

For more in depth information on **Assign Costing Allocation**, see the Assign Costing Allocation job aid or the Costing Allocation quick reference guide on Workday Help

This completes the **Request Compensation Change** process