REQUEST FOR ADDITIONAL PAY/EXTRA COMPENSATION PROCEDURES
ST. LOUIS CAMPUS ONLY

A. DEFINITION: Any additional payments to monthly paid benefit eligible employees for work
performed outside their regular duties will be considered extra compensation requiring review and
approval pursuant to Executive Order # 15 and HR 214.

NOTE: Hourly employees are not eligible for extra comp as they receive overtime if they work more
than 40 hours in a workweek.

B. PROCEDURES: Extra comp payments will be processed on an online additional pay form (APF),
through PSHR. For payments less than $1000, an explanation of the nature of the extra comp must be
included in the comments section.

Extra Compensation Form: If the extra comp is $1000 or more, University policy requires completion
of a form to document the nature of the extra comp and the employee’s current duties, course load, etc.
The form (Request for Additional Pay/Extra Compensation) is required for both academic and monthly
exempt administrative staff and is located on the System Forms page at:

Completion of paperwork: The department requesting the work and funding the payment is
responsible for initiation of the Additional Pay/Extra Comp form and subsequent payment via the PSHR
APF. The Additional Pay/Extra Comp form must be submitted to the employee’s home department
prior to the work being completed. Completion of the Normal Teaching Load and Other
Responsibilities listed on the Additional Pay/Extra Comp form should be completed by the home
department. HR 214 Extra Compensation requires “all recommendations must be submitted far enough
in advance to permit time for review and approval.”

C. APPROVALS: In academic units the Chair and Dean/Unit Directors approve any request for extra
comp for either faculty or staff with primary appointments in that division and forwards to the Provost
for signature. In all non-academic units the head of the unit (or a designee) approves any request for
extra comp for staff with primary appointments in that unit and forwards to the head of the division for
signature (i.e., Chancellor’s staff.) Once all approvals have been obtained the extra comp paper work is
forwarded back to the requesting unit for entry into the PSHR APF.

Multiple Campuses: When the extra comp involves multiple campuses, the employee’s home campus
governs what approvals are required. Approvals are based on where the employee’s primary
appointment exists. The employee’s home department has the right to determine whether the extra comp
is appropriate. The department paying for the extra comp should process the paperwork and sign the
form to signify authorization to fund the payment. The paperwork should be forwarded to the HR office
on the employee’s home campus (i.e., the campus where the employee holds a benefit eligible
appointment). The HR office will facilitate the collection of required signatures on the home campus.
Delegated authority to approve the payment resides on the employee’s home campus not the campus
that is paying for the work. Therefore, the HR office on the funding campus does not need to approve
the payment.

D. ACADEMIC ADMINISTRATORS: Those academic administrators at the level of Dean (or its
equivalent) or higher including administrators in the Provost’s, Chancellor’s and President’s Offices are
not eligible to receive extra compensation from the University. Annual compensation for these academic
administrators should reflect all of their responsibilities and be determined at the time of the initial
appointment and/or at the time of the annual review and salary adjustment. All duties assigned to these
administrators should be considered when setting their base compensation level.