

# September 2023 Consulting Tip

## Temporary Pay

### Temporary Pay

- In certain situations, temporary pay may be provided to an employee who experiences substantive changes in job duties for a specified period of time, such as an assignment to a special project, reassignment during organizational changes or temporary changes in supervisory responsibility.
- Temporary pay is not intended to cover brief recruitment periods.
- Supervisors must work with their HR Consultant to determine if temporary pay is appropriate as well as an appropriate amount of temporary pay in accordance with the Salary Administration Plan.
- Temporary pay *must* be approved by the HR Consultant and the appropriate vice president in advance.
- To initiate temporary pay, a supplemental pay ePAR must be submitted.
- Temporary pay may continue for up to six months. For periods beyond six months, the appropriate vice president may approve an additional six-month extension.

### Did you know?

Temporary Pay does not replace overtime for non-exempt employees. Non-exempt employees must be paid for all hours over 40 physically worked within the workweek at one and one-half times their regular rate(s) of pay, including any temporary pay.

### Reminder

Annual performance evaluations for classified staff and A&P Faculty are due in Human Resources by the last workday in September.

