

Supplemental Compensation (S/C) Instructions & Process
All S/C's must be approved prior to work being completed by
School Director and College Dean

<http://ehe.osu.edu/admin/business/downloads/supp-comp-form.xls>

Supplemental Compensation is payment for work performed outside of normal work hours/responsibilities in a department(s) or classification(s) other than the department or classification to which the employee is normally assigned.

Required Instructions

- ◆ **FOR OUTSIDE T&L - Complete entire form until you reach the calculation box** (Calculation of AMPC Year Compensation Limit box will be completed by Human Resource Administrator)
- ◆ **FOR INSIDE T&L – Provide the below information via email to HR Administrator**

Faculty/Staff Responsibilities:

- Name
 - EID
 - Classification- (Use Pull-Down Menu)
 - Quarters Worked- (Use Pull-Down Menu)
 - Home Unit
 - Home College/Unit/Regional Campus
 - Unit Requesting Supplemental Services
 - Description of Services
 - Amount & Chartfield(s)- funding to pay for services
 - Hours to be Spent on Supplemental Activity
 - Period of Supplemental Activity- (Dates)
 - Amount of Compensation Requested
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- ◆ **Signatures required :**
 - Faculty or Staff (Person who is receiving S/C)
 - Requesting Department Approval (services provided outside of T&L must have that department's Director/Chair's approval signature)
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- ◆ **Turn completed form into Jacquelyn Severance's mailbox, 327 Arps Hall or PDF to jseverance@ehe.osu.edu for final approvals and processing.**