



## Individual Compensation Selections

**Definition for Processing Individual Compensation: Individual Compensation must be for services from UW Employees outside their normal job duties and hours. For student awards, these must be processed through a Non-PO Invoice or through Financial Aid if it is associated with Cost of Attendance.**

Plan	Option	Element Description	Link(s) to Additional Information and/or Forms.	Fringe	Retirement	*Applies to 1/3 Rule	Natural Accounts	Expenditure Types
All Employees	Award	Monetary compensation given either from a nomination or competition for excellent service. Must follow state statute and IRS regulations.	Awards are only appropriate when: 1. there was a competitive process for the award or 2. there is a defined nomination and selection process. All awards must have the Award Letter provided to the employee submitted with the WyoCloud Transaction. Award Letter Template Link.	No	No	No	60501	PT SALARIES - NON
	Award - Gross Up	Same as Award above except the amount indicated is the approximate <b>NET</b> amount the employee is to receive instead of gross amount.	Awards are only appropriate when: 1. there was a competitive process for the award or 2. there is a defined nomination and selection process. All awards must have the Award Letter provided to the employee submitted with the WyoCloud Transaction. Award Letter Template Link.	No	No	No	60501	PT SALARIES - NON
	Honorarium	An honorarium is a token payment made to bestow recognition to an individual for services they perform, for which payment is not required. Typically, an honorarium is issued when custom or propriety forbids a price to be set. Therefore, payment to the recipient is at the discretion of the payer.	Completed Honorarium Form must be attached. Visit this link for form and guidelines. Must adhere to the Honorariums, Incentives, and Sponsored Research Participant Incentives and Participant Support Costs SAPP.	No	No	No	60501	PT SALARIES - NON
	Honorarium - Gross Up	Same as Honorarium above except the amount indicated is the <b>NET</b> amount the employee is to receive instead of gross amount.	Completed Honorarium Form must be attached. Visit this link for form and guidelines. Must adhere to the Honorariums, Incentives, and Sponsored Research Participant Incentives and Participant Support Costs SAPP.	No	No	No	60501	PT SALARIES - NON
	Moving Allowance	Moving allowances offered to newly hired university employees with prior written approval by the hiring department are submitted using this compensation. Moving allowance amounts not to exceed 1/12 of the hire's annual salary and will be paid as a lump sum. At the discretion of the department, the moving allowance could be less than 1/12. If a department wants the moving allowance to exceed 1/12 the employee's annual salary, approval from the area Vice President is needed.	Must attach signed offer letter that includes Moving Allowance language and amount. Must adhere to the University Travel and Reimbursement Policy and the "Recruiting, Moving and Related Expenses" memo.	No	No	No	60501	PT SALARIES - NON
	Participant Stipend	A participant is the recipient, not the provider, of a service or training opportunity funded by a sponsored project; such as a workshop, conference, survey, symposium or other short-term instructional or information sharing activity. Participant Stipends are provided to help defray the costs to participants or trainees (but not employees) of participating in a conference or training activity.	Explicit details pertaining to definitions, procedures, and required forms can be found at this link.	No	No	No	60501	Participant Stipend

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Benefited Academic Year Supplemental Pay	Administrative Stipend	Applies to Academic or Fiscal Year Employees. Additional compensation for employees who assume an administrative role, endowed chair/fellowship, or professorship in addition to their primary non-administrative position. (Example Assoc Deans, Department Heads, etc.)	Must attach signed offer letter that includes amount and duration.	Yes	Yes	No	60001 60101	FT SALARIES - FAC FT SALARIES - STA
	Supplemental Pay - AY Faculty	Academic Year Employee use for extra compensation for additional duties that are not included in the standard academic year workload. Amounts are subject to Employee Handbook regarding a maximum of an additional 3/9ths of the base faculty salary that may be earned in Supplemental Pay.	Must adhere to UW Regulation 2-3: Compensation for Academic Personnel.	Yes	Yes	Yes	60603	OTHER SUPPLEMENTAL PAY
	Supplemental Pay Recurring - AY Faculty	Academic Year Employee recurring payment for extra compensation for additional duties that are not included in the standard academic year workload. Amounts are subject to Employee Handbook regarding a maximum of an additional 3/9ths of the base faculty salary that may be earned in Supplemental Pay.	Must adhere to UW Regulation 2-3: Compensation for Academic Personnel.	Yes	Yes	Yes	60603	OTHER SUPPLEMENTAL PAY
Benefited Employee Supplemental Pay	Car Allowance Taxable	Extra compensation for the purchase and maintenance of a personal vehicle in lieu of an employer provided vehicle as part of Employment Contract.	Must attach employment contract indicating allowance.	No	No	No	60501	PT SALARIES - NON
	HR Approved Exception	Benefited employees who are performing a paid service to UW, outside of their department and job description, for a one-time event. Campus must contact UW's Payroll Office via email prior to entering a transaction using this element to have the payment thoroughly vetted by Payroll and HR for appropriateness. All emailed approvals must accompany the submission to HCM.	Must attach UW Payroll/HR Approval emails. You cannot begin this process until you have prior approval from UW Payroll/UW HR.	Yes	No	No	60501	PT SALARIES - NON
	Housing Allowance	Extra compensation for personal housing in lieu of employer provided housing as part of Employment Contract.	Must attach employment contract indicating allowance.	No	No	No	60501	PT SALARIES - NON

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Plan	Option	Element Description	Link(s) to Additional Information and/or Forms.	Fringe	Retirement	*Applies to 1/3 Rule	Natural Accounts	Expenditure Types
Benefited Employee Supplemental Pay	Temporary Increase	An employee is eligible for a temporary salary increase under the following conditions: <b>1-Interim Appointment:</b> When an employee fully assumes the role of a higher-level position for a period expected to exceed 30 days but not longer than one year. The employee must meet the minimum qualifications for the higher-level position. The HR Compensation team will review the interim role to provide a range for the temporary salary increase. <b>2-Assumption of Higher-Level Duties:</b> When an employee takes on higher-level duties in addition to their own responsibilities due to the absence of a co-worker for a period expected to exceed 30 days but not longer than one year. The additional hours required should not exceed 10-20 hours per week. Additional pay will be up to 10% of the midpoint of the grade for the higher-level duties based on the percentage of the duties being performed. <b>Additional Guidelines:</b> 1-Temporary/interim roles should not generally extend past the fiscal year but may be extended with appropriate approvals. 2-Employees who are eligible for overtime and performing additional temporary duties similar to their regular assignment are entitled to overtime payment for any hours in excess of 40 in a given work week and cannot be paid a temporary increase in lieu of overtime. 3-No employee may receive additional compensation for providing the same services to the same clientele that are part of their assigned university duties. 4-Simply assuming additional responsibilities does not constitute the basis for a temporary salary increase. 5-In no case will the temporary pay be below the minimum/above the maximum pay grade for the classification the employee is temporarily assuming duties for. 6-The department will need to remove the temporary adjustment when the employee is no longer performing the higher level or alternative duties. 7-This element cannot be used for retroactive pay adjustments.	Employees are NOT eligible in these 5 circumstances: <b>1-</b> The assignment is brief (less than 30 days). <b>2-</b> The employee assumes responsibilities for a subordinate or peer (same or lower level pay grade). <b>3-</b> The employee is participating in committee work, such as search committees. <b>4-</b> The project falls within the scope of their current responsibilities.  Academic Year Faculty teaching a course overload should have a Temporary Increase submitted.	Yes	Yes	No	60001 60101	FT SALARIES - FAC FT SALARIES - STA
	Temporary Increase Recurring	Payment for more than one month under the same structure of "Temporary Increase" definition above. The amount entered is the monthly increase. The end date must not be more than a year from transaction date.	Additional work criteria must be approved by Class Compensation and that documentation must be attached.	Yes	Yes	No	60001 60101	FT SALARIES - FAC FT SALARIES - STA
Mobile Communication Device	Mobile Communication Device - Recurring	Employees whose job duties include the frequent need for a mobile communication device may receive extra compensation, in the form of a mobile communication device allowance, to cover business-related use of their personally owned device, service plan and/or equipment. No further reimbursement for mobile communication device costs is available to employees who receive such an allowance.	Completed MCD form must be attached. Link for MCD form and guidelines.	No	No	No	60501	PT SALARIES - NON
Non-Benefited Additional Pay	Non-Benefited One Time Increase	Compensating a non-benefited employee for additional duties relating to their existing assignment. Any non-related duties would need to be hired as a separate assignment as a part-time worker. Non-benefited work cannot exceed 0.5 FTE total for more than 3 months or they must be moved to a benefited position. This element should not be used for retroactive pay adjustments.	Study Abroad payments will be issued with this element.	Yes	No	No	60501	PT SALARIES - NON

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Sunsetting Elements for CY2025	Grant Funded Supplemental Pay AY Faculty	Not continuing in CY2025						
	Grant Funded Supplemental Pay Ext Funded Research	Not continuing in CY2025						
	Grant Funded Supplemental Pay - Gross Up	Not continuing in CY2025						
	Grant Funded Supplemental Pay for Outreach Instruction	Not continuing in CY2025						
	Mobile Communication Device - Nonrecurring	Not continuing in CY2025						
	Supplemental Pay	Not continuing in CY2025						
	Supplemental Pay - Gross Up	Not continuing in CY2025						
	Supplemental Pay External Funded Research	Not continuing in CY2025						
	Supplemental Pay for Outreach Instruction	Not continuing in CY2025						