

Supplemental Compensation Authorization

Instructions

Department Head /Dean

- Complete Supplemental Compensation Authorization Form--General Information, Compensation Information and Justification.
- Click 'Digital Signature' box to sign the document
- Email the signed file to the **Vice President of your division**

Vice President

- Review Data
- If approved, click on 'Digital Signature' to sign the document
- Email the signed file to jessicay@gordonstate.edu

Office of Finance and Administration

- Review Data
- Review Budgetary Information
- If approved, click on 'Digital Signature' to sign the document
- Email the signed file to The Office of the President

Please complete all data required on the Supplemental Compensation Authorization Form. Incomplete SCAs will be returned to the initiator. If changes are required after Digital Signatures have been obtained, the initiator should edit the original form and submit it for approval through all appropriate channels. This will ensure that each approver is aware of any changes being made.

Supplemental Compensation Authorization

General Information

Name: _____ Position Title: _____
Department: _____ Hiring Manager: _____
Date Submitted: _____

Compensation Information

☐ Faculty Stipend ☐ Staff Supplement ☐ Interim/Acting Compensation ☐ Other (describe within
(See policy) Justification for Supplement)

Begin Date: _____ End Date: _____
Compensation Amount: _____ Frequency: ☐ One Time ☐ Per month

Justification for Supplement

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Approvals

Director/Department Head	Dean (if applicable)	Area Vice President

Director of Budgets and Payroll	Vice President of Finance and Administration	President

Director of Human Resources	Employee	Human Resources / Payroll

Compensation Information

☐ MCOP ☐ Additional Pay
Pay Code _____
Update ABBR ☐ Yes ☐ No

Budget Information

Funds Available ☐ Yes ☐ No
Combo Code _____
Budgeted Amount _____

This agreement is not intended to create a contract for employment. The College reserves the right to change, renew, or end this agreement as needed based on the needs of the campus.