

Transaction	Transaction Description	Example	Position Number to Use										
Supplemental Income – Professional Staff	Supplemental payments for professional staff	Payment for helping out on a long term project or coverage for a vacant job.	<ul style="list-style-type: none"> To determine the position number, run Supplement Positions for Full Time Employees Report Use the position with Type “2 – Supplement or Overage (Employee Specific)” if available based on the comments Otherwise, use the position with Type “4- Temporarily Funded Supplement or Overage” 										
Supplemental income – Faculty, Lecturers & Full Time Instructors	For Faculty, Lecturers and Full Time Instructors, non-coverage supplement - also known as an administrative supplement	Payment for additional administrative work such as running a program like SPA.	<ul style="list-style-type: none"> To determine the position number, run Supplement Positions for Full Time Employees Report. Up to four different types of positions can be displayed. Dependent on how it is being funded, select the position number with the correct type: <table border="1"> <thead> <tr> <th>Type</th> <th>When to Use</th> </tr> </thead> <tbody> <tr> <td>2 – Supplement or Overage (Employee Specific)</td> <td>Use if supplement applies to the employee named in the comments section. (This is a permanently budgeted position.)</td> </tr> <tr> <td>3 – Supplement or Overage (Non Employee Specific)</td> <td>Use if the supplement is permanently budgeted in which case a budget transfer is not needed to fund. (This is a permanently budgeted position.)</td> </tr> <tr> <td>4 – Temporarily Funded Supplement or Overage</td> <td>Use if the supplement or overage is not part of permanent budget and a temporary budget transfer is needed to fund</td> </tr> <tr> <td>5 - Department Chair Supplement</td> <td>Use when paying out a department chair stipend.</td> </tr> </tbody> </table> 	Type	When to Use	2 – Supplement or Overage (Employee Specific)	Use if supplement applies to the employee named in the comments section. (This is a permanently budgeted position.)	3 – Supplement or Overage (Non Employee Specific)	Use if the supplement is permanently budgeted in which case a budget transfer is not needed to fund. (This is a permanently budgeted position.)	4 – Temporarily Funded Supplement or Overage	Use if the supplement or overage is not part of permanent budget and a temporary budget transfer is needed to fund	5 - Department Chair Supplement	Use when paying out a department chair stipend.
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Overage	Additional pay for Faculty that can take place any time of the year.	An academic supplement for teaching an extra course beyond the 4-course load, doing research work, other academic-related task such as accreditation work.	<ul style="list-style-type: none"> To determine the position number, run Supplement Positions for Full Time Employees Report Dependent on how it is being funded, select the position number with the correct type: <table border="1"> <thead> <tr> <th>Type</th> <th>When to Use</th> </tr> </thead> <tbody> <tr> <td>2 – Supplement or Overage (Employee Specific)</td> <td>Use if supplement applies to the employee named in the comments section. (This is a permanently budgeted position.)</td> </tr> <tr> <td>3 – Supplement or Overage (Non Employee Specific)</td> <td>Use if the supplement is permanently budgeted in which case a budget transfer is not needed to fund. (This is a permanently budgeted position.)</td> </tr> <tr> <td>4 – Temporarily Funded Supplement or Overage</td> <td>Use if the supplement or overage is not part of permanent budget and a temporary budget transfer is needed to fund</td> </tr> </tbody> </table> 	Type	When to Use	2 – Supplement or Overage (Employee Specific)	Use if supplement applies to the employee named in the comments section. (This is a permanently budgeted position.)	3 – Supplement or Overage (Non Employee Specific)	Use if the supplement is permanently budgeted in which case a budget transfer is not needed to fund. (This is a permanently budgeted position.)	4 – Temporarily Funded Supplement or Overage	Use if the supplement or overage is not part of permanent budget and a temporary budget transfer is needed to fund		
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One Time Payment	Payment for working on a short-term assignment, typically not exceeding three days in duration	Paying an employee for teaching a workshop, music performance, videography, guest speaking, facilitator fees, etc.	<ul style="list-style-type: none"> Use position OTP000 										
Additional /	An additional appointment or job	Paying an active employee to teach	<ul style="list-style-type: none"> For Part-Time employees, run Pooled Positions for Part-Time Employees Report to determine the 										