

Employee Pay/Supplemental Pay Definitions with Examples		Method of Payment							Retirement Eligibility				Earnings & Accounting				Benefit Impact
Type of Pay	Examples	Include in Contract?	Payment Method	HR Comp Rate Code	Recommended Method of Initiation	MSS Process	OneUSG Connect Form	Type of Employee	TRS	ERS	ORP	GDCP	Earn Code	Earnings Code Description	Tax Treatment of Earnings Code	GL Account Number	Effect ABBR
Job Data Update																	
Interim -Move to different position due to vacancy or new position while search is being conducted; longer term in nature.	EE filling vacant position until vacancy is filled, filling newly created position during search	Yes-if contract employee	Primary Job Updated	N/A	Institution Specific HR Process	N/A	N/A	Non-Exempt and Exempt Staff / Faculty	Yes	Yes	Yes	Yes	REG	Regular	Subject to Federal, State and FICA Specified on Paysheet	Follows Pay Group	Yes
Acting -Move to a newly created or existing position as a reassignment of duties for short period of time; designated in this position for a set period of time.	EE filling LOA vacancy	Yes-if contract employee	Primary Job Updated	N/A	Institution Specific HR Process	N/A	N/A	Non-Exempt and Exempt Staff / Faculty	Yes	Yes	Yes	Yes	REG	Regular	Subject to Federal, State and FICA Specified on Paysheet	Follows Pay Group	Yes
Borrowed (HR_JA006) -An employee who is performing 100% of their time commitment at an institution other than their Home Institution; and -The Requesting Institution assumes 100% of the full costs for the employee. -They are covered by a memorandum of agreement between the institutions.	EE filling vacant position but keeping employment at home institution	Yes-if contract employee	Primary Job Updated	N/A	Institution Specific HR Process	N/A	N/A	Non-Exempt and Exempt Staff / Faculty	Yes	Yes	Yes	Yes	REG	Regular	Subject to Federal, State and FICA Specified on Paysheet	Follows Pay Group	Yes
Types of Defined Term Supplemental Pays																	
Temporary Assignments																	
Temporary Assignment (Faculty) - Addendum to Academic Contract	Special or unique assignments, innovative course development, Quality Matters program, reviews for online courses	Yes	MCOP/JED	MCTAF Temporary Assignment Faculty	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Addendum to Academic Contract	Defined Term Supplemental Pay Request Form	Benefit Eligible Faculty	Yes	Yes	Yes	No	SUF	Supp Pay-RetEligible-Faculty	Subject to Federal, State and FICA Annualized	516200	Yes
Temporary Assignment (Faculty) -Duties outside of Academic Contract for FT -Additional duties for PT	Recurring payments. Ex: FAC member that teaches and also referee; teaching a CE class. Use for PT Faculty.	No	MCOP/JED	MCTAF Temporary Assignment Faculty	MSS Supplemental Pay or - Institution Specific Process	Pending	Defined Term Supplemental Pay Request Form	Retirement Eligible Faculty	No	No	No	No	SNF	Supp Pay/Non-Ret-Elig Faculty	Subject to Federal, State and FICA Annualized	516250	No
								Non-Retirement Eligible Faculty	No	No	No	Yes					
Temporary Assignment (Exempt Staff) -Part of Job Description	Rarely used, must be documented: May be earnable comp if EE is currently in a benefited position subject to Retirement	No	MCOP/JED	MCTAS Temporary Assignment Staff	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental pay > Part of Job Description	Defined Term Supplemental Pay Request Form	Retirement Eligible Staff	Yes	Yes	Yes	Yes	SUS	Supp Pay Retire Eligible Staff	Subject to Federal, State and FICA Annualized	526200	Yes
								Non-Retirement Eligible Staff	No	No	No	Yes	SNS	Supp Pay-Non-Ret-Elig Staff		526250	No

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Temporary Assignment (Exempt Staff) -Outside of Job Description <i>*Revised 02/27/2020</i>	Accountant designs web site, working concessions, research. Limited term pay, not pensionable; Recurring pay.	No	MCOP/JED	MCTAS Temporary Assignment Staff	MSS Supplemental Pay or - Institution Specific Process	Pending	Defined Term Supplemental Pay Request Form	Retirement Eligible Staff	No	No	No	No	SNS	Supp Pay Non-Ret Elig - Staff	Subject to Federal, State and FICA Annualized	526250	No
								Non-Retirement Eligible Staff	No	No	No	Yes					
Temporary Assignment (Non-Exempt Staff) -Part of Job Description	Rarely used, must be documented: May be earnable comp if EE is currently in a benefited position subject to Retirement	No	Use Current Institutional Process	N/A	Use Current Institutional Process	N/A	Use Current Institutional Process	Retirement Eligible Staff	Yes	Yes	Yes	Yes	SUS	Supp Pay Retire Eligible Staff	Subject to Federal, State and FICA Annualized	526200	Yes
								Non-Retirement Eligible Staff	No	No	No	Yes	REG	Regular		Follows Pay Group	No
Temporary Assignment (Non-Exempt Student) -Addition to Job Responsibilities	Short-term secondary job instance (Ex: work for newspaper for 1 semester)	No	Use Current Institutional Process	N/A	Use Current Institutional Process	N/A	Use Current Institutional Process	Non-Exempt Student	No	No	No	No	REG	Regular	Subject to Federal, State and FICA Specified on Paysheet	Follows Pay Group	No
Temporary Assignment (Exempt Student) -Addition to Job Responsibilities	Short-term secondary job instance (Ex: GAA for another department)	No	Use Current Institutional Process	N/A	Use Current Institutional Process	N/A	Use Current Institutional Process	Exempt Student	No	No	No	No	REG	Regular	Subject to Federal, State and FICA Specified on Paysheet	Follow Pay Group	No
Instruction																	
Overload (Faculty)	Above normal course load per Overload Policy	Yes	MCOP/JED	MCOVL Overload	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Overload	Overload Request Form	Retirement Eligible Faculty	Yes	Yes	Yes	No	OVL	Overload	Subject to Federal, State and FICA Specified on Paysheet	511115	Yes
Academic Consortium Programs (Faculty)	eCore, eMajor, WebBSIT, WebMBA	Yes	MCOP/JED	MCACPF Acad Consortium Prog Faculty	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Academic Consortiums	Use Program Specific Process	Retirement Eligible Faculty/Not Part of Load	Yes	Yes	Yes	No	OVL	Overload	Subject to Federal, State and FICA Annualized	511115	Yes
		No	Job Data	N/A				Non-Retirement Eligible Faculty	No	No	No	Yes	REG	Regular		Follows Pay Group	No

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Academic Consortium Programs (Non-Exempt Staff)	eCore, eMajor, WebBSIT, WebMBA	No	Use Current Institutional Process	N/A	Use Current Institutional Process	N/A	Use Program Specific Form	Retirement Eligible Staff	No	No	No	No	SNS	Supp Pay Non-Ret Elig Staff	Subject to Federal, State and FICA Annualized	526200	Yes
								Non-Retirement Eligible Staff	No	No	No	Yes	REG	Regular		Follow Pay Group	No
Academic Consortium Programs (Exempt Staff)	eCore, eMajor, WebBSIT, WebMBA	No	MCOP/JED	MCACPS Acad Consortium Prog Staff	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Academic Consortiums	Use Program Specific Form	Retirement Eligible Staff	No	No	No	Yes	SNS	Supp Pay Non-Ret Elig-Staff	Subject to Federal, State and FICA Annualized	526250	No
								Non-Retirement Eligible Staff	No	No	No	Yes					
Course Delivery Incentive (Faculty)	Use if paid over semester. Premium per student for online course as incentive to increase online course usage. .	Yes-if contract employee	MCOP/JED	MCCDI Course Delivery Incentive	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Course Delivery Incentive	Defined Term Supplemental Pay Request Form	Retirement Eligible Faculty	Yes	Yes	Yes	Yes	SUF	Supp Pay-RetEligible-Faculty	Subject to Federal, State and FICA Specified on Paysheet	516200	Yes
								Non-Retirement Eligible Faculty	No	No	No	Yes	SNF	Supp Pay Non-RET Eligible Faculty		516250	No
Academic Faculty Administrative Assignment (Faculty)	Department Chair, Dean, Director of a Center	Yes-if contract employee	MCOP/JED	MCAFA Academic Faculty Administrative Assignment	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Academic Admin Assignment	Defined Term Supplemental Pay Request Form	Retirement Eligible Faculty	Yes	Yes	Yes	No	SUF	Supp Pay-RetEligible-Faculty	Subject to Federal, State and FICA Specified on Paysheet	516200	Yes
								Non-Retirement Eligible Faculty	No	No	No	Yes	SNF	Supp Pay Non-RET Eligible Faculty		516250	No
Allowances																	
Car Allowance-Pensionable TRS-Faculty if Car Allowance is in Contract	Car allowance	Yes-if contract employee	MCOP/JED	MCCAR Car Allowance	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Car Allowance	EE Contract or Memo of Understanding	Faculty/Staff	Yes	No	No	No	CAP	Car Allowance that is Pensionable -Adds to Gross pay	Subject to Federal, State and FICA Specified on Paysheet	561500	No
Car allowance-Not Pensionable ERS Members ORP Members TRS Members	Car allowance	Yes-if contract employee	MCOP/JED	MCCAR Car Allowance	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Car Allowance	EE Contract or Memo of Understanding	Faculty/Staff	No	No	No	No	CAC	Car allowance that is not Pensionable - Adds to Gross pay	Subject to Federal, State and FICA Specified on Paysheet	561500	No

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President Allowance-Pensionable	Housing, Car, and Subsistence for TRS/ORP Presidents	Yes	MCOP/JED	MCPAL President Allowance	MSS Supplemental Pay or - Institution Specific Process	N/A	Presidential Contract	President	Yes	No	Yes	No	PAL	President Allowance that is Pensionable - Adds to Gross Pay	Subject to Federal, State and FICA Specified on Paysheet	527101	No
President Allowance-Non Pensionable	Housing, Car, and Subsistence for ERS Presidents	Yes	MCOP/JED	MCPAL President Allowance	MSS Supplemental Pay or - Institution Specific Process	N/A	Presidential Contract	President	No	No	No	No	PAN	President Allowance that is not pensionable - Adds to Gross Pay	Subject to Federal, State and FICA Specified on Paysheet	527101	No
Housing Allowance-Pensionable ORP Members Non-Presidents	Housing	Yes-if contract employee	MCOP/JED	MCHOU Housing Allowance	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Housing Allowance	EE Contract or Memo of Understanding	Faculty/Staff	Yes	No	Yes	No	HOP	Housing - Adds to Gross Should only be used for Presidents who are members of TRS and all employees who are ORP participants.	Subject to Federal, State and FICA Specified on Paysheet	528101	No
Housing Allowance-Not Pensionable ERS Members Non-President TRS Members Non-Presidents	Housing	Yes-if contract employee	MCOP/JED	MCHOU Housing Allowance	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Housing Allowance	EE Contract or Memo of Understanding	Faculty/Staff	No	No	No	No	HON HOU	Housing - Adds to Gross All ERS members All TRS members except President/ Chancellor	Subject to Federal, State and FICA Specified on Paysheet	528101	No
Subsistence	Non President	Yes-if contract employee	MCOP/JED	MCSUB Subsistence Allowance	MSS Supplemental Pay or - Institution Specific Process	Defined Term Supplemental Pay > Subsistence	EE Contract or Memo of Understanding	Faculty/Staff	No	No	No	No	SUB	Subsistence-Adds to Gross	Subject to Federal, State and FICA Specified on Paysheet	529101	No
One-Time Payment																	
Temporary Assignment																	
Temporary Assignment (Faculty) -Addendum to Academic Contract	Special or unique assignments, innovative course development, Quality Matters program, reviews for online courses	Yes	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Faculty Temporary Assignment	One- Time Supplemental Pay Request Form	Benefit Eligible Faculty	Yes	Yes	Yes	No	SUF	Supp Pay-RetEligible-Faculty	Subject to Federal, State and FICA Annualized	516200	Yes

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Temporary Assignment (Faculty) -Duties outside of Academic contract for FT -Additional duties for PT	One time pay, not recurring. Ex: Built a cabinet, FAC member that teaches and also referee; teaching a CE class. Use for PT Faculty.	No	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Faculty Temporary Assignment	One-Time Supplemental Pay Request Form	Retirement Eligible Faculty	No	No	No	No	SNF	Supp Pay-Non-Ret-Elig Faculty	Subject to Federal, State and FICA Annualized	516250	No
								Non-Retirement Eligible Faculty	No	No	No	Yes					
Temporary Assignment (Non-Exempt Staff) -Outside of job description	Accountant designs web site, working concessions, research. Limited term pay, not pensionable; One time pay, not recurring.	No	Use Current Institutional Process	N/A	Use Current Institutional Process	N/A	One-Time Supplemental Pay Request Form	Retirement Eligible Staff	No	No	No	No	SNS	Supp Pay Non-Ret Elig - Staff	Subject to Federal, State and FICA Annualized	526250	No
								Non-Retirement Eligible Staff	No	No	No	Yes	REG	Regular		Follow Pay Group	
Temporary Assignment (Exempt Staff) -Outside of job description	Accountant designs web site, working concessions, research. Limited term pay, not pensionable; One time pay, not recurring.	No	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Staff Temporary Assignment	One-Time Supplemental Pay Request Form	Retirement Eligible Staff	No	No	No	No	SNS	Supp Pay Non-Ret Elig - Staff	Subject to Federal, State and FICA Annualized	526250	No
								Non-Retirement Eligible Staff	No	No	No	Yes					
Temporary Assignment (Exempt Staff) -Part of Job Description	Rarely used, must be documented: May be earnable comp if EE is currently in a benefited position subject to Retirement	No	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Staff Temporary Assignment	One-Time Supplemental Pay Request Form	Retirement Eligible Staff	Yes	Yes	Yes	Yes	SUS	Supp Pay Retire Eligible Staff	Subject to Federal, State and FICA Annualized	526200	Yes
								Non-Retirement Eligible Staff	No	No	No	Yes	SNS	Supp Pay-Non-Ret-Elig Staff		526250	No
Temporary Assignment (Non-Exempt Student) *Revised 02/27/2020	One Time Payment	No	Use Current Institutional Process	N/A	Use Current Institutional Process	N/A	One-Time Supplemental Pay Request Form	Non-Exempt Student	No	No	No	No	STU	Student	Subject to Federal, State and FICA Specified on Paysheet	523100	No
Temporary Assignment (Exempt Student) *Revised 02/27/2020	One Time Payment	No	Use Current Institutional Process	N/A	Use Current Institutional Process	N/A	One-Time Supplemental Pay Request Form	Exempt Student	No	No	No	No	STU	Student	Subject to Federal, State and FICA Specified on Paysheet	523100	No

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Employee Awards																	
Employee Awards (> \$75.00)	Incentives or larger awards	No	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Employee Award	Award Request Form	Eligible Employees	No	No	No	No	AWD	Employee Award	Subject to Federal, State and FICA Specified of Paysheet	561400	No
Incentives																	
Critical Hire Incentive	Critical Hire Incentive	No	Additional Pay Page	N/A	Institution Specific Process	One-Time Payment > Critical Hire Incentive	One-Time Supplemental Pay Request Form	Eligible Employees	No	No	No	No	CHI	Critical Hire Incentive	Subject to Federal, State and FICA Specified of Paysheet	561430	No
Employee Suggestion Program Award	Employee Suggestion Program Award	No	Additional Pay Page	N/A	Institution Specific Process	One-Time Payment > Employee Suggestion Program	One-Time Supplemental Pay Request Form	Eligible Employees	No	No	No	No	ESP	Employee Suggestion Program Award	Subject to Federal, State and FICA Specified of Paysheet	461410	No
Goal Based Incentive	Goal Based Incentive	No	Additional Pay Page	N/A	Institution Specific Process	One-Time Payment > Goal Based Incentive	One-Time Supplemental Pay Request Form	Eligible Employees	No	No	No	No	GBI	Goal Based Incentive	Subject to Federal, State and FICA Specified of Paysheet	561420	No
Well-being Incentive	(SSC Use Only)	No	Additional Pay Page	N/A	Provided by USO	N/A	Provided to SSC by Alight	Eligible Employees	No	No	No	No	WBI	Well-being Incentive	Subject to Federal, State and FICA Specified of Paysheet	N/A	No
Taxable Earnings Reportable																	
Taxable Fringe Reportable (2 items or value > \$75)	Clothing	No	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Taxable Fringe	One-Time Supplemental Pay Request Form	Eligible Employees	No	No	No	No	TFR	Taxable Fringe Reportable	Subject to Federal, State and FICA Specified of Paysheet	N/A	No
Taxable Fringe Reportable	Club memberships, ticket discounts/comped tickets, paid by Foundation and not on Foundation W2 and reportable as taxable earnings	No	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Taxable Fringe	One-Time Supplemental Pay Request Form	Eligible Employees	No	No	No	No	TFR	Taxable Fringe Reportable	Subject to Federal, State and FICA Specified of Paysheet	N/A	No

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Taxable Moving Expense																	
Relocation-Qualified Moving Expense - No longer in use due to IRS regulations	See IRS Pub 521	Must be in Written Offer of Employment 5.3.7	Should no longer be used for expenses incurred in CY 2018 and beyond	N/A	N/A	One-Time Payment > Taxable Moving Expenses	N/A	Faculty/Staff	No	No	No	No	QME	Qualified Moving Expense	N/A	565100	No
Taxable Moving Expenses - Flows to TIGA	See IRS Pub 521	Must be in Written Offer of Employment 5.3.7	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Taxable Moving Expenses	Rreimbursement of Relocation Expenses Form	Faculty/Staff	No	No	No	No	NME	Non-Qualified Moving Expense	Subject to Federal, State and FICA Supplemental	565100	No
Research Subject Fee																	
Research Subject Fee (Current Employee)	Receives incentive to participant in a research study	No	Additional Pay Page	N/A	MSS Supplemental Pay or - Institution Specific Process	One-Time Payment > Research Subject Fee	One-Time Supplemental Pay Request Form	Faculty/Staff Students	No	No	No	No	RSF	Research Subject Fee	Subject to Federal, State and FICA Specified on Paysheet	569100	No
One-Time Supplemental Pays (Adjustments to the Payline)																	
Personal Use of Institution Auto -Doesn't Add to Gross/Just Tax Calculation	Unmarked Police Cars, Presidents Use of Leased Vehicle	No	Payline	N/A	Payline Adjustment Process	N/A	Institution Specific Process	Faculty/Staff	No	No	No	No	CAR	Car Allowance-Reportable (does not add to gross pay)	Subject to Federal, State and FICA Specified on Paysheet	None	No
Housing-Reportable Value -Doesn't Add to Gross/Just Tax Calculation	New EE stays in housing for a transitional period of time	No	Payline	N/A	Payline Adjustment Process	N/A	Institution Specific Process	Faculty/Staff Students	No	No	No	No	HOR	Housing-Reportable (does not add to gross pay)	Subject to Federal, State and FICA Specified on Paysheet	None	No
Housing-Requirement of Job	Residence Hall Director	No	N/A	N/A	N/A	N/A	Institution Specific Process	Faculty/Staff Students	No	No	No	No	None	None	N/A	None	No
Subsistence-Reportable Value	Meals provided outside job requirement	No	Payline	N/A	Payline Adjustment Process	N/A	Institution Specific Process	Faculty/Staff Students	No	No	No	No	SUR	Subsistence-Reportable	Subject to Federal, State and FICA Specified on Paysheet	None	No
Subsistence-Requirement of Job	Residence Hall Director, Campus Police	No	N/A	N/A	N/A	N/A	Institution Specific Process	Faculty/Staff Students	No	No	No	No	None	None	N/A	None	No

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Employee Awards (Deminimus \$75 or less)	Service Awards, Student Band Member, SGA Officer, Faculty Awards	No	Payline	N/A	Payline Adjustment Process	N/A	Institution Specific Process	Faculty/Staff Students	No	No	No	No	AWD	Cash Award-Adds to Gross	Subject to Federal, State and FICA Supplemental	561400	No
Tuition Assistance Plan (TAP) Reportable Earnings (SSC Only)	The amount of TAP award that exceeds the IRS limit for the calendar year.	No	Payline	N/A	TAP Reporting Spreadsheet from SSC	N/A	Institution Specific Process	Benefited Faculty/Staff	No	No	No	No	EDU	Education Assistance	Subject to Federal, State and FICA Specified on Paysheet	None	No
Other Non-Standard Employee and Supplemental Pays																	
Summer Pay	Pay for teaching courses outside of the Fall and Spring semester	No	Cohort 5 Only 12S Pay Group Cohort 1-4 Additional Pay	N/A	Institution Specific HR Process	N/A	Institution Specific Process	Faculty	Yes	No	Yes	Yes	SUM	Summer Pay	Subject to Federal, State and FICA Specified on Paysheet	513100	No
								Staff	No	No	No	No	SUN	Summer Pay (No Retirement)			
Dual Appointment-Faculty-Retirement <i>*Revised 02/27/2020</i>	Faculty member teaching a class at requesting institution; should be addendum to the contract	Yes	Job Data JED	N/A	Institution Specific HR Process	N/A	Dual Appointment Form	Faculty	Yes	Yes	Yes	Yes	DFR	Dual Faculty-Ret Eligible	Subject to Federal, State and FICA Specified on Paysheet	See BPM	Yes
Dual Appointment-Faculty-No Retirement	Faculty member performing work non-instructional, not addendum to contract	No	Job Data JED	N/A	Institution Specific HR Process	N/A	Dual Appointment Form	Faculty	No	No	No	No	DFN	Dual Faculty - Non Ret Elig	Subject to Federal, State and FICA Specified on Paysheet	See BPM	No
Dual Appointment-Staff-Retirement	Very limited; must be clearly defined in job description that compensation is part of regular job and paid at a higher rate	No	Job Data JED	N/A	Institution Specific HR Process	N/A	Dual Appointment Form	Staff	Yes	Yes	Yes	Yes	DSR	Dual Staff - Ret Eligible	Subject to Federal, State and FICA Specified on Paysheet	See BPM	Yes
Dual Appointment-Staff-No Retirement	Secondary job for staff employee	No	Job Data JED	N/A	Institution Specific HR Process	N/A	Dual Appointment Form	Staff	No	No	No	No	DSN	Dual Staff - Non Ret Elig	Subject to Federal, State and FICA Specified on Paysheet	See BPM	No
Dual Appointment-Non-Exempt Staff-Overtime	Hourly employee working >40 hours combined for home and requesting institution	No	Time and Attendance System	N/A	TL Business Process	N/A	Dual Appointment Form	Staff	No	No	No	No	DOT	Dual Staff - Overtime	Subject to Federal, State and FICA Specified on Paysheet	See BPM	No

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Vacation Pay Out	Accrued annual leave payout at termination of employment in accordance with BPM	No	Time and Attendance System	N/A	TL Business Process	N/A	Institution Specific Process	Faculty	No	No	No	No	VPF	Vacation Payout Faculty	Subject to Federal, State and FICA Supplemental	516101	No
								Staff	No	No	No	No	VPS	Vacation Payout Staff		526101	
Secondary Part Time Positions (Exempt Staff) -Working on regular basis -Both positions are with the same institution	Exempt staff teaches a class at night every semester	No	Job Data / Additional Empl Instance	N/A	Institution Specific HR Process	N/A	Institution Specific Process	Staff	No	No	No	Yes, if primary job is Part Time <20 hours	N/A	N/A	Follows primary job	N/A	No
Overtime-Hourly/Non-Exempt Employees	Hours worked >40	No	Time and Attendance System	N/A	TL Business Process	N/A	N/A	Staff	No	No	No	No	OVT	Overtime	Subject to Federal, State and FICA Specified on Paysheet	522805	No
Ineligible for Payment																	
Honorarium	Cannot be paid to EE	No	N/A	N/A	N/A	N/A	N/A	Faculty/Staff Students	No	No	No	No	None	N/A	N/A	N/A	N/A
Extra Compensation	USG employee working at non-USG state agency	No	N/A	N/A	N/A	N/A	N/A	Faculty/Staff Students	No	No	No	No	None	N/A	N/A	N/A	N/A

*Contact oneusgsupport@usg.edu for assistance if you have a scenario that is not included on the matrix.

**Secondary Regular Part Time Positions are usually entered on a new Employee Instance. Secondary Temporary Part Time Positions would be entered as MCOP.