Supplemental Pay Checklist (Faculty and Full-Time Exempt Staff)

Requests for supplemental pay are to be received in the Office of Research and Scholarly Activity one month prior to the start of the work initiating supplemental pay.

Regular Employee Pay (Faculty and Full-Time Exempt Staff)

1. Is the request for a faculty member or full-time exempt employee?
   - Yes
   - No

   Non-exempt employees are eligible for overtime pay

1a. Is overtime pay an allowable cost on the award?
   - Yes
   - No

   Not allowable - STOP

   1b. Is the rate of pay requested consistent with the employee's normal hourly rate?
   - Yes
   - No

   Pay or hours must be adjusted so pay is at or below regular hourly rate. If so, allowable.

2. Is the faculty member or full-time exempt employee at 100%?
   - Yes
   - No

   Regular compensation above 100% not allowable. STOP

3. Is the pay rate requested consistent with the faculty member or full-time employee's normal hourly rate?
   (ONLY up to 100%)
   - Yes
   - No

   Pay or hours must be adjusted so pay is at or below regular hourly rate. If so, allowable.

4. Is the pay allowable according to award guidelines?
   - Yes
   - No

   Not allowable - STOP

If all of the above conditions are met, the pay is allowable.

NSF does NOT allow supplemental pay in ANY form.

Internal Consulting Checklist on Page 2.