SAPweb HR Transactions

Supplements

Pilot Training

June 2009
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Course Objectives

This course will introduce you to the SAPweb HR Transaction for Supplemental Payment requests. Currently, requests for supplemental pay are managed by completing a hardcopy document, which is routed for approvals and delivered to the HR Payroll Service Center for entry in SAP. Benefits of the new SAPweb Supplement transaction include validation of data entered for accuracy, enforcement of required fields, and data entry fields that are presented based on employee eligibility.

Upon completion of this course you will:

✓ Know what information should be gathered for successful completion of a Supplemental Payment transaction.

✓ Understand SAPweb HR Transaction authorization roles and workflow, including Initiator, DLC Approver, and Dean’s Office Approver.

✓ Be able to access and navigate SAPweb Supplements screens.

✓ Be able to complete a Supplemental Payment request for an employee within or outside of your area of responsibility, including:
  o Payment Type (One Time or Ongoing)
  o Effective Date or Date Range for event or work completed
  o Payment Amount (One time, Monthly, or Total)
  o Cost Object and Distribution
  o Select appropriate Reason for Supplemental pay based on employee eligibility
  o Enter Org Unit number and Justification if required for specified reason
  o Select Approvers and add Notifications as needed

✓ Know how to Approve or Reject a Supplement request assigned to you for approval

✓ Be able to Correct a Processed Supplemental Payment request
1

Getting Started with SAPweb Supplement Transaction
1-A : Overview

SAPweb provides a web-based, platform independent solution to the Forms for Managers Supplemental Payment request, which currently utilizes a static form. SAPweb displays data fields based on employee eligibility and payment type. It validates information entered, such as Cost Object, to ensure information is valid.

When to Use SAPweb Supplemental Pay request

You may request Supplemental Payment for employees within and outside your area of responsibility. Use the Supplemental Payment request for One Time or Ongoing supplements. For a detailed list of Reasons for Supplemental pay, see Appendix A of this document.

1-B : Data Gathering

Prior to accessing SAPweb to create a Supplemental pay request, complete data gathering for the following data elements for successful completion:

- Employee’s Name, MIT ID, Appointment, Department, and Unit Number
- Payment Type: One Time Payment or Ongoing Payment
- Effective Date or Date Range
- Payment Amount (Total or Monthly)
- Cost object (s) and percent distribution
- Supplemental Payment Reason
- Justification/Comments (if applicable)
- Special Instructions for Service Center (if applicable)
There are three Authorization Roles for SAPweb Supplemental Pay request. Staff with either **Initiator** or **DLC Approver** authorization may create Supplemental pay requests. Supplement requests submitted by a user with Initiator only authorization will be routed to the DLC Approver for their unit. If the employee for whom the supplement is requested is outside your area of responsibility, the transaction will be routed to the Approver for the employee’s DLC. The transaction may also be routed to the Dean’s Office/Area Approver of the employee for approval. All approvals will take place prior to the Supplemental pay request being sent to the HR-Payroll Service Center for processing.

**Initiator**
- Create Supplemental Pay request
- Access HR Transaction Inbox
- Correct an HR Transaction
- View a Transaction

**Approver**
- All of the Initiator functionality
- Approve or Reject a Supplemental pay request
- Add Comments on Rejection

**Dean's Office**
- May not create a Supplemental pay request
- Approve or Reject a Supplemental pay request
- Add comments on Rejections
Creating a Supplemental Payment Request – One Time Payment
2-A : Access HR Transactions – Supplements

Based on your authorization role, you may create a Supplements request as an **Initiator** or **Approver**. A Supplemental Pay request created by an Initiator will require approval from the DLC Approver. If you have the authorization role of Approver, you may create a Supplement request and submit with implied DLC approval in one step.

**To Access SAPweb Supplemental Pay request:**

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to [https://web.mit.edu/sapweb/](https://web.mit.edu/sapweb/)
3. Click on the Employees Tab.
4. Under the heading “HR Transactions,” click the Supplements link.
5. Select your MIT personal Certificate if prompted.
2-B: Search for a person

The **Enter Search Criteria** screen will display. You may search for employees within or outside your area of responsibility for whom you are requesting Supplemental pay.

► To Search for a person within your area of responsibility:

1. Click on the **Yes** radio button to indicate the person is within your area of responsibility.
2. Type the **Last Name** or **MIT ID** of the person for whom you want to initiate a Supplemental Payment request in the **Employee** textbox.
3. Select the person from the drop down list of search results. The **Name**, **MIT ID**, **Title**, and **Unit** for the selected person will display.
4. Click the **Continue>** button to create a Supplement request for the selected person.

![Enter Search Criteria]

► To Search for a person outside your area of responsibility:

1. Click on the **No** radio button to indicate the person is not within your area of responsibility.
2. Type the complete **MIT ID** of the person for whom you want to initiate a Supplemental Payment request in the **Employee** textbox and click the **Display Employee Data** button. The employee’s name, Title, and Unit will display.
3. Click the **Continue>** button to create a Supplement request for the selected person.

![Enter Search Criteria]
Once you have selected an MIT employee, the Supplemental Payment data entry screen will display. To return to the previous screen, click the Go Back link. Links to Help and Home (SAPweb Employees tab) are in the upper-right corner of each screen.

**Note**: Fields and sections marked with a red asterisk * are required.

**Supplemental Payment Screen**

There are five main sections: Employee Information, Supplemental Payment options, Reason for Supplemental Payment, Justification/Comments, and Instructions for the Service Center.

1. **Employee Appointment information**
2. **Payment Options**
   - Select Payment Type (One Time or Ongoing).
   - Enter Effective Date(s) and amount to be paid.
   - Provide Cost Object(s) to be charged and % distribution
3. **Reasons for Supplemental Pay**
   - Reasons displayed are based on employee eligibility and Payment Type
4. **Justification/Comments**
   - Details for Approvers and Compensation. May be required.
5. **Instructions for Service Center**
   - Information for processing by Service Center
Supplemental Payments may be created as a lump sum, **One Time payment** or as multiple, **Ongoing payments** (for eligible Exempt and Academic staff). Based on the Payment Type selected, specific Reasons for Supplemental Pay will be provided for each selection.

To select One Time Payment:

1. **Choose payment type.** Based on employee eligibility, the payment types (below) will display. Select the **One Time Payment** radio button.
   - One Time Payment *(Default)*
   - Ongoing Payment (for eligible Exempt and Academic staff)

To Complete the Payment Fields:

**Complete the payment fields.** The payment fields specify Effective Date and Payment Amount.

1. **Effective Date:** The date of the event or work for which supplemental pay is requested.
   - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format**.
   - **Late Action Warning** - “An adjustment in pay may result from this retroactive action” warning message will display if the employee is non-exempt and the Effective Date is greater than or equal to 7 days in the past or if the employee is exempt and the Effective Date occurs prior to the production date for the current payroll cycle.

2. **Payment Amount:** The amount to be paid in the One Time payment.
   - Enter dollars and cents (use a decimal if including cents)
   - Maximum Payment Amount is $100,000.00
   - Omit commas and dollar sign
To Set Distribution:

1. **Cost Object**: Enter the Cost Object number to be charged. The Cost Object Title will display for your verification.
   - To add an additional Cost Object click **Add Another Cost Object**
   - The Maximum number of Cost Objects a Supplement can be distributed over is 8.
   - The Cost Object must be open on the Effective Date or it will be changed to the suspense account for processing. If the Cost Object is closed, you will see a warning message indicating the Cost Object has expired and the Supplement will be distributed to the suspense account. Click **Cancel** on the warning to change the Cost Object or **Continue** to proceed.

2. **%**: Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total % of the supplement distributed must equal 100%.
Reasons for Supplemental Payment: Based on the following criteria, a specific list of Reasons for Supplemental Payment will display:

- **Payment Type** – Some Reasons for Supplemental Pay are classified specifically for One Time Payment. Other Reasons are only available for Ongoing Payment.
- **Exempt vs. Non-exempt** – Not-exempt employees are eligible for One Time supplement payments. Exempt employees are eligible for One Time and Ongoing supplemental payments.
- **Academic vs. Non-Academic Area** – Certain Reasons for Supplemental Pay are classified for Academic or Non-Academic areas.
- **Department** – Some Reasons are available exclusively to employees of specific departments, such as Endicott House or Campus Police.

To Select a Reason for Supplemental Payment:

1. Select the radio button for the corresponding Reason for Supplemental Payment.
   - Click the Info button for a complete list of Reasons for Supplemental Pay with detailed definitions, corresponding Payment Type(s) and codes.

**Note:** See Appendix A for the complete list of Reasons for Supplemental Pay with detailed definitions, corresponding Payment Options and codes.
2-F : Org Unit and Position Number

Many of the Reasons for Supplemental Pay require either a Position Number or an Org Unit. For example, Honoraria requires an Org Unit. The Org Unit field defaults to the Department Number of the employee receiving the supplement. Housemaster Supplemental Pay requires a Position Number. For employees with more than one appointment, a drop down list is provided to select the position that will receive the supplement.

►To Enter the Org Unit #:

1. The **Org Unit #** is the Org Unit number of the department paying for the Supplemental Payment. It will default to the Department Number of the employee receiving the Supplement.

2. To change the Org Unit #, enter the number in the textbox. The **Org. Unit Title** will refresh to display the title of the unit entered for your verification.

►To Select a Position Number:

1. If an employee has multiple appointments, some Reasons for Supplemental Pay will require selection of a position number.

2. From the dropdown list, select the position number that will receive the supplement.
2-G : Enter Justification and Special Instructions

Justification/Comments: If you select 'Other Academic Staff Supplement' as the Reason for Supplemental Pay, the Justification/Comments field will be required. The Justification/Comments field is optional for other reasons, but can be a useful means to provide additional details for approval.

▶ To Enter Justification/Comments:

1. In the Justification/comments text box, enter details of work performed / event for supplemental pay or other comments as needed.

Special Instructions for Service Center: Enter any procedural instructions for the HR-Payroll Service Center processor in the Special Instructions field.

▶ To Enter Special Instructions:

1. Type procedural instructions for the HR-Payroll Service Center processor in the Special Instructions text box.
2-H : Continue to Second Screen

Click the **Continue >** button at the bottom of the screen to advance to the second screen for review and submission of the Supplemental Payment request. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

To Click Continue to Advance to Second Supplements Screen:

1. Click the **Continue >** button at the bottom of the first *Supplemental Payment for <Name>, <MIT ID Number>* screen.

2. If a field is flagged as missing data or requiring modification (see image below), it will appear highlighted in red with an explanation. Enter the required information and then click the **Continue >** button.

3. You will proceed to the second Supplements screen to review details, select required Approvers, send Notifications, and submit the Supplemental Payment request.
2-I: Review Details and Select Required Approvers

The second Supplements for <Name>, <MIT ID Number> screen presents you with Supplements details entered on the previous screen.

To Review Details:

1. Carefully review the Supplements details.
2. If you need to correct any of the information contained in the review, click the Go Back link to return to the previous screen.
3. Complete the following sections:
   - **Approvers** – Select one or more Approver listed for each required Approval.
   - **Cc these Addresses** - Enter the email addresses of individuals with a business need to be notified about the Supplemental Payment request. Separate addresses with a comma.
4. Click the Submit button. Validation will occur. If any fields do not pass validation, you will receive a warning. Make changes as needed and then click the Submit button.
2-J : Confirmation - Supplemental Pay Request

Once you have reviewed and submitted the Supplemental Pay Details, you will receive a confirmation screen. A green checkmark indicates the Supplemental Pay request was successfully submitted and the assigned transaction number will display. The Supplement transaction will appear in your HR Transaction Inbox with a real-time status, such as Awaiting Approval. The Supplement request will be routed for appropriate approvals.

To Review a Supplements Confirmation:

1. The confirmation screen will display. A green checkmark indicates the Supplements Transaction was submitted and saved and an assigned transaction number is provided.

2. Click the Home link to return to the SAPweb Employees tab.

Important: The person who created the Supplement request may Delete the transaction while it has a status of Pending Approval.
Creating a Supplemental Payment Request – Ongoing Payment
3-A : Access HR Transactions – Supplements

Based on your authorization role, you may create a Supplements request as an **Initiator** or **Approver**. A Supplemental Pay request created by an Initiator will require approval from the DLC Approver. If you have the authorization role of Approver, you may create a Supplement request and submit with implied DLC approval in one step.

▶ To Access SAPweb Supplemental Pay request:

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to [https://web.mit.edu/sapweb/](https://web.mit.edu/sapweb/)
3. Click on the Employees Tab.
4. Under the heading “HR Transactions,” click the Supplements link.
5. Select your MIT personal Certificate when prompted.
3-B : Search for a person

The Enter Search Criteria screen will display. You may search for employees within or outside your area of responsibility for whom you are requesting Supplemental pay.

►To Search for a person within your area of responsibility:

1. Click on the Yes radio button to indicate the person is within your area of responsibility.
2. Type the Last Name or MIT ID of the person for whom you want to initiate a Supplemental Payment request in the Employee textbox.
3. Select the person from the dropdown list of search results. The Name, MIT ID, Title, and Unit for the selected person will display.
4. Click the Continue> button to create a Supplement request for the selected person.

►To Search for a person outside your area of responsibility:

1. Click on the No radio button to indicate the person is not within your area of responsibility.
2. Type the complete MIT ID of the person for whom you want to initiate a Supplemental Payment request in the Employee textbox and click the Display Employee Data button. The employee’s name, Title, and Unit will display.
3. Click the Continue> button to create a Supplement request for the selected person.
Once you have selected an MIT employee, the Supplemental Payment data entry screen will display. To return to the previous screen, click the Go Back link. Links to Help and Home (SAPweb Employees tab) are in the upper-right corner of each screen.

**Note:** Fields and sections marked with a red asterisk * are required.

**Supplemental Payment Screen**

There are five main sections: Employee Information, Supplemental Payment options, Reason for Supplemental Payment, Justification/Comments, and Instructions for the Service Center.

- **Employee Appointment information**
- **Payment Options**
  - Select Payment Type (One Time or Ongoing).
  - Enter Date Range and Monthly or Total amount to be paid.
  - Provide Cost Object(s) to be charged and % distribution
- **Reasons for Supplemental Pay**
  - Reasons displayed are based on employee eligibility and Payment Type
- **Justification/Comments**
  - Details for Approvers and Compensation. May be required.
- **Instructions for Service Center**
  - Information for processing by Service Center

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Supplemental Payments may be created as a lump sum, **One Time payment** or as multiple, **Ongoing payments** (for eligible Exempt and Academic staff). Based on the Payment Type selected, specific Reasons for Supplemental Pay will be listed for selection.

**To select Ongoing Payment:**

1. **Choose payment type.** Based on employee eligibility, the payment types (below) will display. Select the **Ongoing Payment** radio button. The Ongoing Payment option will display only for eligible Exempt and Academic staff.
   - One Time Payment (Default)
   - Ongoing Payment

**Complete the payment fields.** The payment fields specify Date Range and Payment Amount.

**To Complete the Payment Fields:**

1. **Supplement Date Range:** The dates of the event or work for which supplemental pay is requested.
   - Enter From and To dates for period when work or event took place.
   - Use the pop-up calendar to enter the dates in the required MM/DD/YYYY format.
   - **Late Action Warning** - "An adjustment in pay may result from this retroactive action" warning will display if the employee is non-exempt and the begin or From date is greater than or equal to 7 days in the past or if the employee is exempt and the begin or From date is prior to the current payroll cycle processing date (usually the 25th of each month).
2. **Payment Amount**: The amount to be paid **Monthly** or the **Total** amount to be paid during the time specified.
   - Enter dollars and cents (use decimal if including cents)
   - Omit commas
   - Maximum Monthly payment is 10,000.00
   - Maximum Total payment is 100,000.00

![Enter payment amount]

### To Set Distribution:

1. **Cost Object**: Enter the Cost Object number to be charged. The Cost Object Title will display for your verification.
   - The Cost Object must be open during the period of time specified or it will be changed to the suspense account for processing.
   - To add an additional Cost Object click **Add Another Cost Object**
   - The Maximum number of Cost Objects a Supplement can be distributed over is 8.

2. **%**: Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total % of the supplement distributed must equal 100%.
3-E : Select Reason for Supplemental Pay – One Time

**Reasons for Supplemental Payment:** Based on the following criteria, a specific list of Reasons for Supplemental Payment will display:

- **Payment Type** – Some Reasons for Supplemental Pay are classified specifically for One Time Payment. Other Reasons are only available for Ongoing Payment.
- **Exempt vs. Non-exempt** – Not-exempt employees are eligible for One Time supplemental payments. Exempt employees are eligible for One Time and Ongoing supplemental payments.
- **Academic vs. Non-Academic Area** – Certain Reasons for Supplemental Pay are classified for Academic or Non-Academic areas.
- **Department** – Some Reasons are available exclusively to employees of specific departments, such as Endicott House or Campus Police.

▶ **To Select a Reason for Supplemental Payment:**

1. Select the radio button the corresponding Reason for Supplemental Payment.
   - Click the Info button for a complete list of Reasons for Supplemental Pay with detailed definitions, corresponding Payment Options and codes.

See **Appendix A** for the complete list of Reasons for Supplemental Pay with detailed definitions, corresponding Payment Options and codes.
### 3-F: Org Unit and Position Number

Reasons for Supplemental Pay that are not associated with the regular work performed by the employee in their position, require entry of the Org Unit that is paying for the Supplement. For example, the Interpreting Supplement requires an Org Unit. The Org Unit field defaults to the Department Number of the employee receiving the supplement.

▶ **To Enter the Org Unit #:**

1. The **Org Unit #:** Enter the Org Unit number of the department paying for the Supplemental Payment. It will default to the Department Number of the employee receiving the supplement.

2. To change the Org Unit #, enter the number in the textbox. The **Org. Unit Title** will refresh to display the Org. Unit Title of the unit entered for your verification.

![Enter org unit for supplemental payment](image)

Reasons for Supplemental Pay that are associated with the employee’s position, such as the Other Academic Staff Supplement, require entry of the Position Number for which the employee is receiving the supplement. For employees with more than one appointment, a dropdown list is provided to select the position that will receive the supplement.

▶ **To Select a Position Number:**

1. If an employee has multiple appointments, some Reasons for Supplemental Pay will require selection of a position number.

2. Select the position number that will receive the supplement from the dropdown list.

![Select position receiving supplement](image)
3-G : Enter Justification and Special Instructions

**Justification/Comments:** If you select ‘Other Academic Staff Supplement’ as the Reason for Supplemental Pay, the Justification/Comments field will be required. The Justification/Comments field is optional for other reasons, but can be a useful means to provide additional details for Approvers.

▶ To Enter Justification/Comments:

1. In the Justification/comments text box, enter details for work performed / event for supplemental pay or other comments as needed.

![Enter justification/comments]

**Special Instructions for Service Center:** Enter any procedural instructions for the HR-Payroll Service Center processor in the Special Instructions field.

▶ To Enter Special Instructions:

1. Type procedural instructions for the HR-Payroll Service Center processor in the Special Instructions text box.

![Enter special instructions for Service Center]
Click the **Continue** button at the bottom of the screen to advance to the second screen for review and submission of the Supplemental Payment request. Validation will be performed and you will be alerted to any fields that are incomplete or need modification.

▼To Click Continue to Advance to Second Supplements Screen:

1. Click the **Continue** button at the bottom of the first *Supplemental Payment for <Name>, <MIT ID Number>* screen.
2. If a field is flagged as missing data or requiring modification (see image below), it will appear highlighted by red with an explanation. Enter the required information and then click the **Continue** button.

   ![Supplemental Payment for Elliot Carlin, 900043171](image)

   **Supplemental payment options**
   
   1) Choose a payment type
   
   ![Radio buttons for One Time Payment and Ongoing Payment]
   
   2) Enter supplement date range
   
   ![Date range picker from 09/01/2009 to 03/31/2010]
   
   3) Enter payment amount
   
   ![Input field for payment amount with value 100000.00]

3. You will proceed to the second Supplements screen to review details and send notification of Supplements.
3-I : Review Details and Supplements Notifications

The second Supplements for <Name>, <MIT ID Number> screen presents you with Supplements details entered on the previous screen.

To Review Details:

1. Carefully review the Supplements details
2. If you need to correct any of the information contained in the review, click the Go Back link to return to the previous screen.
3. Complete the following sections:
   - Approvers – Select one or more Approver listed for each approval type.
   - Cc these Addresses - Enter the email addresses of individuals with a business need to be notified about the Supplemental Payment. Separate addresses with a comma.
4. Click the Submit button. Validation will occur. If any fields do not pass validation, you will receive a warning. Make changes as needed and then click the Submit button.
Once you have reviewed and submitted the Supplemental Pay Details, you will receive a confirmation screen. A green checkmark indicates the Supplemental Pay request was successfully submitted and the assigned transaction number will display. The Supplement transaction will appear in your **HR Transaction Inbox** with a real-time status, such as **Awaiting Approval**. The Supplement request will be routed for appropriate approvals.

▶ To Review a Supplements Confirmation:

1. The confirmation screen will display. A green checkmark indicates the Supplements Transaction was submitted and saved and an assigned transaction number is provided.

2. Click the **Home** link to return to the SAPweb **Employees** tab.

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**Important:** The person who created the Supplement request may **Delete** the transaction while it has a status of **Pending Approval** in the **HR Transaction Inbox**.
A

Appendices
### App. A : Reasons for Supplemental Pay Descriptions

Reasons for Supplemental Pay (effective June 2009). If you have questions about the codes or need assistance with a supplemental payment, please contact HR Payroll Service Center.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Code</th>
<th>Description</th>
<th>Type**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police Monthly Supplement</td>
<td>C3</td>
<td>Payments to exempt Campus Police for working additional details.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Credit Union Quarterly Gain Bonus</td>
<td>C7</td>
<td>Quarterly payments made to Credit Union employees based on investment performance.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Degree Bonus</td>
<td>C9</td>
<td>For Campus Police only</td>
<td>SPOT</td>
</tr>
<tr>
<td>Department Awards</td>
<td>CI</td>
<td>Department awards made to employees for various reasons (competition, excellence, etc.).</td>
<td>SPOT</td>
</tr>
<tr>
<td>EMT Bonus</td>
<td>CK</td>
<td>Bonus payment for serving as an Emergency Medical Technician.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Endicott House Supplement Admin</td>
<td>CL</td>
<td>Lump sum quarterly payments recognizing gratuities (Admin employees).</td>
<td>SPOT</td>
</tr>
<tr>
<td>Endicott House Supplement Support</td>
<td>CM</td>
<td>Lump sum quarterly payments recognizing gratuities (Support employees).</td>
<td>SPOT</td>
</tr>
<tr>
<td>Faculty Administrative Supplement</td>
<td>CB</td>
<td>For faculty with administrative responsibilities or special assignments. Includes administrative supplement for Department Head or Lab/Center Director, Associate Department Head/LC Associate Director, and for special assignments/additional responsibilities such as overseeing the graduate or undergraduate program, chairing sections of a department, etc.</td>
<td>SPOG</td>
</tr>
<tr>
<td>Honoraria</td>
<td>CR</td>
<td>Payments to employees for participating in various departmental programs.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Housemaster Supplemental Pay</td>
<td>CA</td>
<td>For academics who serve as housemasters in graduate or undergraduate student dormitories.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Housing Supplement, Faculty (HISP)</td>
<td>CC</td>
<td>For faculty to help defray the high cost of housing/living in the Boston area consistent with MIT’s Faculty Housing Program (HALP). Prior approval of the Dean and Provost are required.</td>
<td>SPOT/SPOG</td>
</tr>
<tr>
<td>Housing Supplement, Non-Faculty</td>
<td>CD</td>
<td>For non-faculty to help defray the high cost of housing/living in the Boston area.</td>
<td>SPOT/SPOG</td>
</tr>
<tr>
<td>Interpreting Supplement</td>
<td>CS</td>
<td>Payments to employees or students for providing interpreting services.</td>
<td>SPOT/SPOG</td>
</tr>
<tr>
<td>Medical On Call</td>
<td>D2</td>
<td>Payment for an employee’s additional time spent on call.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Other Academic Staff Supplement</td>
<td>CG</td>
<td>For special assignment or project that is not part of an employee’s regular job assignment or which takes place outside of the employee’s department or school.</td>
<td>SPOT/SPOG</td>
</tr>
<tr>
<td>Postdoctoral Fellow Supplement</td>
<td>CF</td>
<td>To supplement a fellowship award with other fellowship funds or discretionary/institute money for the purpose of supporting the individual in the fellowship’s pursuit (PD Fellows cannot perform services for MIT).</td>
<td>SPOT/SPOG</td>
</tr>
<tr>
<td>Reader's Fees</td>
<td>DR</td>
<td>Payments to employees for proofreading various documents or manuscripts.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Research Fellow Supplement</td>
<td>DN</td>
<td>To supplement a research fellowship award for the purpose of supporting the individual in the fellowship’s pursuit. (For example, a DLC may wish to provide additional funds to a fellow whose stipend amount is below that which the DLC determines to be a minimum amount.) Since research fellows cannot perform services for MIT, a fellowship supplement must be funded by either fellowship money or discretionary/institute money; not a non-fellowship WBS. Important Note: When services are to be rendered by the research fellow, an appointment (in addition to the fellowship award) - not a supplement - should be processed. An academic appointment form should be completed to set up a concurrent appointment as a</td>
<td>SPOT/SPOG</td>
</tr>
</tbody>
</table>
A postdoctoral associate (PDA) with the relevant percent effort. The combined effort of the PDF award and the PDA appointment cannot exceed 100%. If the combined effort does exceed 100%, the effort of the PDF award will be reduced by the HR Payroll Service Center. This reduction in effort has no impact on the fellow's stipend amount.

<table>
<thead>
<tr>
<th>Salary Supplement ACAD/SRS</th>
<th>CW</th>
<th>Payments to Other Academic and SRS staff.</th>
<th>SPOT/SPOG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Differential Supplement</td>
<td>CH</td>
<td>Payment made for working off-site.</td>
<td>SPOG</td>
</tr>
<tr>
<td>Special Activities &amp; Programs</td>
<td>CE</td>
<td>Supplemental compensation for Institute employees who participate in activities as defined in the Special Activities and Program guidelines.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Special Faculty Award</td>
<td>E6</td>
<td>Teaching and other special awards presented by the President, Provost, or Deans to individual faculty.</td>
<td>SPOT</td>
</tr>
<tr>
<td>Special Faculty Travel Plan</td>
<td>E7</td>
<td>Payment to assist faculty with dependent care expenses associated with travel on MIT business.</td>
<td>SPOT/SPOG</td>
</tr>
<tr>
<td>Tech Review Commissions</td>
<td>DG</td>
<td>Commissions paid to Tech Review staff</td>
<td>SPOT</td>
</tr>
<tr>
<td>Tutoring Supplement</td>
<td>DI</td>
<td>Payments to employees tutoring students.</td>
<td>SPOT</td>
</tr>
</tbody>
</table>

** Type:  
SPOT = One time payment  
SPOG = Recurring monthly payment
App. B : Compensation - Special Activities & Programs

1. Special activities and programs for which faculty members and others may receive supplemental compensation (and that must be reported as compensated activities on the Outside Professional Activities form)
   - Teaching, program directing, program development, and curriculum development in non-degree executive/professional education programs that have been approved by the relevant academic dean;
   - Special international initiatives approved by the Provost;
   - Other initiatives approved by the Provost and, in limited circumstances, strategic developmental activities pre-approved by the Dean of the School;
   - Auxiliary programs in support of degree education (language workshops, etc.). (Normally, these are activities that are externally funded, and/or that occur during the summer months.);
   - Summer degree teaching for the following programs: Sloan Fellows, Leaders for manufacturing, and System Design and Management.

2. Number of days allowed and approval required for compensated special activities and programs ("internal consulting")

   “Faculty, Senior Research Associates/Scientists/Engineers, Senior Lecturers, Principal Research Associates/Scientists/Engineers may be compensated for special activities and programs provided the number of days of compensation is within Institute guidelines regarding consulting privileges and provided they obtain approval for supplemental compensation from the academic dean for the unit in which they are appointed. Supplemental compensation for faculty holding Rank List 1A appointments must be approved in advance of the activity by the relevant academic dean. Supplemental compensation for the academic dean must be approved in advance of the activity by the Provost. No one may approve his or her own supplemental compensation.”

   Other teaching staff may receive supplemental compensation for participation in programs if their full-time equivalent appointment is less than 100%. On an exception basis, they may participate in programs beyond 100% with special approval in advance of the activity from the relevant academic dean. Such exceptions will be reviewed annually by the Provost, concurrent with the review of outside professional activities.
1.1 “Compensation”

means regular basic salary or wages plus overtime, (overtime only applies to non-exempt employees), bonus, shift differential, summer session pay and temporary rates paid by a Participating Employer to an Eligible Employee after the date on which he or she becomes a Participant.

Compensation will not include any incentives, awards or other additional payments for service, or any amounts paid for site differential or any other similar items as determined by the Administrator.

Compensation will be determined without regard to any compensation reduction authorization or agreement between the Participant and a Participating Employer under a Code section 125, 401(k), 403(b), 132(f) or 457(b) arrangement.

For purposes of this definition, any amounts not available to a Participant in cash in lieu of group health coverage will be treated as an amount under Code section 125, but only if his or her Participating Employer does not request or collect information regarding the Participant’s other health coverage as part of the enrollment process for the health plan.

Compensation for any Plan Year will be limited to such amounts as may apply under Code section 401(a)(17). For each Plan Year beginning after December 31, 2001, the Code section 401(a)(17) limit is $200,000, adjusted from time to time for cost-of-living increases in accordance with Code section 401(a)(17)(B). The Administrator shall prescribe procedures for applying such limit consistent with the applicable requirements of Code section 401(a)(17) and the Regulations promulgated there under.

Compensation paid to a Participant after his or her severance from employment shall be taken into account under the Plan only to the extent that such Compensation (i) is paid by the later of 75 days after the Participant’s severance from employment or the end of the limitation year that includes the date of the Participant’s severance from employment; (ii) satisfies the requirements of Regulation section 1.415(e)-2(e)(3) and (iii) otherwise falls within the definition of “Compensation” set forth in this Section 2.12.

The following is considered pension eligible pay.
Vacation pay
Working Layoff pay
Work from Home (during layoff)

The following is NOT considered pension eligible pay.
Severance pay is not pension eligible pay
Lump Sum lay-off payment
Paid but not providing services