

Supplemental pay for faculty and professional staff may be requested via a PSA form, however an ISCAF must be submitted **before** the work begins (in advance of the PSA).

NOTE: Non-exempt classified/operational staff and hourly employees must be paid for additional services as an additional job or as overtime and may not be paid using a professional service agreement without first consulting with Human Resources. Supplemental payments via a PSA may be requested for professional/exempt staff or instructional faculty who are providing a professional service/work outside of their normal job responsibilities. See attached guidance for additional details.

*As always, please use [DocuSign](#) to ensure efficient routing and the ability to track progress.

STEP 1: The **ISCAF** (Internal Supplementary Compensation Approval form)

Requests authorization PRIOR to the work being performed – formally notifies the payee’s supervisor and other parties in advance, requests permission to perform work outside of the individual’s primary job. This form must be signed before submitting the PSA. The ISCAF should be initiated at the time the work is arranged, well before the PSA is submitted for compensation.

- **Approval routing -- these units must sign:** 1.) Employee’s supervisor (listed on form as Principal Investigator/Fund Manager), 2.) Employee’s unit Chair/Director, 3.) Designated Vice Dean for payee’s home dept/program (listed on form as Employee Dean or Administrative Supervisor). If the funding source is a grant, the ISCAF must also be signed by Dennis Manos (Vice Provost for Research).
- Once all signatures have been added, the individual’s work may begin. Keep a copy of the signed ISCAF to be used as backup documentation when routing the PSA.

<p>L. In making the above request, I certify that to the best of my knowledge the information I have provided above is true and accurate. I have discussed the proposed work with my Dean or Administrative supervisor to obtain their permission to perform this work and to confirm that it will not initially interfere with my duties.</p>			
<p>(PLEASE PRINT FORM AND OBTAIN SIGNATURES)</p>			
Signature	<input type="text" value="Employee receiving payment signs here"/>	Date	<input type="text"/>
<p>J. APPROVALS: If the requested payment is for work supported by grant/cooperative agreement/contract funds, by signing this request, Chairs, Directors, Supervisors, Unit and Fund Managers certify that all of the necessary conditions described in the guidance document for supplementary payments have been met.</p>			
Principle Investigator/Fund Manager (sign and print name)	<input type="text" value="Supervisor of employee receiving payment signs here"/>	Date	<input type="text"/>
Employee Department Chair/Center Director (sign and print name)	<input type="text" value="Chair/Director of Employee's home department/program"/>	Date	<input type="text"/>
Employee Dean or Administrative Supervisor (sign and print name)	<input type="text" value="Designated A&S Vice Dean for employee's home department/program"/>	Date	<input type="text"/>
<u>This signature only needed if the fund is a grant, cooperative agreement, or contract.</u>	<input type="text" value="Dennis Manos signs for grant-funded payments ONLY"/>	Date	<input type="text"/>
Vice Provost for Research and Graduate Professional Studies (sign and print name)	<input type="text"/>	Date	<input type="text"/>

STEP 2: The PSA (Professional Services Agreement)

Requests payment once the work is complete. When entering the payment amount on this form, keep in mind that any FICA will be calculated automatically when HR processes on their end, so administrators do not need to include FICA when entering the payment amount. Attach the ISCAF as backup when routing the PSA for signatures. PSA payments are considered supplemental income to the employee's primary job and are subject to the following taxes: Federal (22%), State (5.75%), and Social Security (7.65%). The university will report earnings as required by the IRS.

- **Approval routing -- these units must sign:** 1.) Supervisor/PI, 2.) Kori Varner or Tarikul Islam for A&S Dean's Office, 3.) Cindy Gass (Provost), 4.) Budget Office – see table below, and if the funding source is a grant, include an OSP approver as well.
- Add askhr@wm.edu to the DocuSign routing as 'receiving a copy'. This will ensure that a fully signed PSA (w/ ISCAF) will be automatically sent to HR for processing after all signatures have been collected.

Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed)

Supervisor/PI: _____ Budget: _____

Department Head: _____ Spons Programs: _____

Dean/VP: Kori Varner or Tarikul Islam Investment Admin: _____

Provost/EVP Fin & Admin/VP Research: _____

Preparer of Form

Name: Phone: Email:

Budget Office Approvers by Funding Source

For Indexes starting with	Budget Office – Required Approval Level	Approver
12, 110002, 4Y, 21000X	65 - Finance/Budget	Debbie Babb
3, 1Y, 7, 8, 13, 14	65 - Finance/Budget	LeighAnn Everingham
1Z, 2Z, 2H, 1W, 2W, 2WK	65 - Finance/Budget	Teresa Munford