## **Supplemental Pay Processing - Honors Thesis Advisory Program**

With the understanding that the Honors Thesis Advisory Program involves over 300 separate payments each academic year and allows the Honors thesis advisor’s home department to opt for supplemental pay or another approved use, the standard process for these payments has been modified.

The University Honors Program will provide a preliminary email at the beginning of each semester (fall & spring) to each department employing honors thesis advisors with the following information:

* Listing of employees who are on record as honors thesis advisors from that department
* Work Assignment Period

The following requirements shall apply to the Work:

(a). Employee shall timely and competently perform the Work with all due diligence and to the same standards and requirements, and in accordance with all applicable CSU policies, procedures and expectations, as if the Work were being performed under a regular employment assignment within the employee’s classification.

(b). Employee acknowledges and agrees that the Work does not count towards time requirements for earning or maintaining tenure or promotion, nor for purposes of earning annual leave or sick leave.

(c). Employee shall report immediately to the Payor Department Head any circumstances which may cause delay or inability to perform the Work as and when agreed.

The University Honors Program shall assign a Responsible Official to evaluate and accept the Work. The Responsible Official shall certify that the Work has been performed as agreed and accepted by the University Honors Program through a future email notification to the department. Following Honors thesis completion, funds will be transferred to the thesis advisor’s home department, regardless of which approved usage of funds the department has chosen (supplemental pay, professional development, etc.)

If the department plans to choose supplemental pay as the method of disbursement, the employee’s home department will attach the preliminary email to a blank supplemental payment form and it will substitute for section 1 of the form.

The home department will complete:

* Section 1 #6 concerning additional provisions
	+ document whether the payment for these duties will be paid via supplemental payment to the employee or funds should be transferred to the home department
	+ Document what account-object code for the University Honors Program to transfer the funds to
* Section 2 of the form - employee information, certifications and signatures

Then the home department should send the form to the Provost for Final Approval

The Provost upon approval will return the form to the home department. The home department will retain the form until they receive email notification from the University Honors Program that the duties are complete (once the students have completed the thesis after the end of the semester).

A payment of $250 per completed Honors thesis will be issued in consideration of the performance of the Honors Thesis Advisor’s services provided to an individual Honors Student of the University Honors Program.

Funds will be transferred as requested to the home department. Based on the previously agreed upon payment method, if the employee is to receive supplemental payment, the completed form will be submitted to payroll for processing with the next salary payroll.