

## **Supplemental Compensation Process-** **Graduate Assistants/Associates**

Provost Business Office-HR

**Step 1- Verify Employee Supp Comp Eligibility:** Departments must verify that employees are eligible to receive Supplemental Compensation. Please reach out to [provosthr@arizona.edu](mailto:provosthr@arizona.edu) to confirm eligibility PRIOR to extending an offer for such arrangement. Employees must NOT perform any work until confirmation is received by Provost HR Team. For more information on *general* Supplemental Compensation eligibility criteria for GA's, please refer to the [GA Manual](#).

**Step 2- Electronic Supp Comp Form:** Due to the number of units we service, and volume of HR requests processed by our office, our HR Team utilizes an electronic form to collect Supp Comp information. This form allows our HR team to 1) gather necessary information to create Supp Comp positions, 2) stay organized and 3) track the number of requests received and processed by our team. Electronic submissions are reviewed daily. Please use this [link](#) when ready to submit your Supplemental Compensation request to our team for processing.

- You will need to log in using your UA e-mail, UA Net ID and Password. The minimum timeline for processing supplemental compensation requests is 1 pay period. This timeline takes into consideration the following:
  - PCN Approval: 1- 3 days
  - Routing of form for Home/College signatures: 3-5 business days.
  - Processing and approval of MSS Transaction: 3-5 business days.

**Timeline may be extended depending on workload and when forms are signed by employees' Home/College and received by our office.**