MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: February 4, 2019

RE: Non-Base Salary Adjustments and Object Codes

In anticipation of PeopleSoft Go-Live on April 1, 2019, we continue to review and update human resources policies and procedures to align with the PeopleSoft system. As part of this effort, the assignment of internal titles and non-base salary adjustments (salary supplements) for faculty in administrative roles or special appointments is being streamlined to ensure compliance with state regulatory terminology and to ensure consistency in our use of administrative titles and salary adjustments.

Historically we have used the term “salary supplement” to refer to a broad category of salary adjustments. In the new system we have the ability to more accurately define the type of adjustment we are making and align our actions with state regulations. Moving forward we will not use the term “supplement”. Instead, the PeopleSoft term “non-base salary adjustment” will be used to describe the group of pay actions defined below.

In preparation for the transition, the non-base salary adjustments currently in the HR/Payroll system have been reviewed and researched by the Division of Human Resources. To reflect the appropriate earnings code for PeopleSoft implementation, the Division of Human Resources is updating the object codes in the current HR/Payroll system. HR Operations and Services will continue to monitor all faculty internal titles and non-base salary adjustments to ensure compliance with regulations,
policies and procedures, and we reserve the right to make changes as necessary to maintain the integrity of our data.

Effective immediately, please begin using the appropriate salary adjustment type and object code outlined below when requesting faculty administrative appointments and non-base salary adjustments. All non-base salary adjustments must be assigned to one of the following categories and are subject to Human Resources approval:

**Administrative Salary Adjustment:**

Additional compensation not part of the base pay for faculty to whom additional administrative responsibilities are assigned related to their role as Dean, Assistant Dean, Associate Dean or Department Chair. Note that this category is restricted to select titles defined in state regulations. Special assignment salary adjustments should be used for other administrative roles.

This includes any interim or acting appointments but is restricted to faculty holding one of these four titles. All other appointments should default to another selection below.

**Special Assignment Pay:**

Additional compensation not part of the base pay for an employee for a period of time when on special assignment. When a faculty member assumes an administrative role that is not included for an administrative salary adjustment (e.g., President, Provost, Associate/Assistant Provost, Vice or Deputy Provost, Director, Coordinator, Head, Principal, Chancellor, Fellow or Assistant Department Chair), a special assignment pay should be the mechanism to compensate the faculty member.

**Temporary Salary Adjustment:**

Additional compensation not part of the base pay for an employee in an FTE position for a specific period of time. Temporary salary adjustments are for 12 months or less and may be renewed. Temporary salary adjustments for faculty are primarily used for course overload.

**Grant Salary Adjustment:**

Additional compensation not part of the base pay for an employee in an FTE position for duties that are funded by a grant and are not considered part of the employee's base appointment. For USC, as most grants cannot directly pay for a grant salary adjustment, the adjustment is paid from general funds.
Endowed Chairs and Named Professorships Salary Adjustments:

Salary adjustment awarded to faculty who have distinguished themselves through their teaching, research, scholarship and creative works. Policies and procedures addressing the appointment and review of endowed chair and named professorship adjustments are provided in university policy ACAF 1.21 Appointment and Review of Endowed Chairs and Named Professorships.

Variable Salary Adjustment:

Additional compensation not part of the base pay for a faculty member in an FTE position who obtains grant funds to cover a portion of their total compensation. The adjustment can vary based on available resources rather than a formal appointment or assignment of responsibilities.

Object/Earnings Codes:

The object codes listed below were changed in early 2018. Please ensure these codes are being used when sending transactions.

- 51204 – Temporary Salary Adjustment
- 51207 – Special Assignment Pay
- 51304 – Administrative Salary Adjustment
- 51305 – Grant Salary Adjustment
- 51307 – SOM Variable Component
- 51800 – Endowed Chair, Professorship, Fixed Chair, CDP, BPF

University policies are being updated to reflect these categories and provide guidance for their use.

Staff employees are also eligible to use non-base salary adjustments such as temporary salary adjustments, grant salary adjustments and special assignment pay with the correct object codes.

A tip sheet that includes HR definitions is also available to assist with the transition. This information is available in the HR Toolbox under PeopleSoft HR/Payroll System. Other project related information is available at sc.edu/hrpayrollproject. If you have any questions regarding the use of internal titles and non-base salary adjustments, please contact Belinda Ogorek or Joyce Riley in the Office of HR Operations and Services at 777-3111.