**![C:\Users\layg\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\70NN6WAB\600px-Circle_arrow_down_font_awesome.svg[1].png]()**

Additive Pay is intended to grant additional compensation to non-faculty employees for extraordinary work requirement above and beyond their regular job assignment as outlined in SLU policy:

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**Department Obtains Approval and Completes Additive Pay Form**

Link to HR forms page.

****

**Send to AVP for Approval**

**Send to Shared Services for Review**

**Return to Department to correct issues**

**Approved?**

**Send to VP**

**for Approval**

**Yes**

**Send to VP of Human Resources for Approval**

**Approved?**

**Yes**

**No**

**Payroll Inputs Information**

**No**

**Send to Shared Services**

**Send Decline Notice to Department**

**Send to Compensation for Approval**

**Send to Budget for Approval**