**Lead time must be considered to ensure payment appears on the next month’s check. Shared services must receive the additive pay form by the 5th of the month to ensure efficient processing time.**

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:

**[](http://www.slu.edu/human-resources-home/forms-and-resources)**

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

Link to HR forms page.

**If agreement is already in place or work has been performed, the University is compelled to pay.     **

**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**