



## Allowance Plans

Allowance Plan	Plan Description	Documents Required	Default Frequency/Proration	Used by Compensation Package	Earnings	Compensation End Date Requirement	Contributes to Retirement
<b>Ag Center Base Pay Honorific Allowance</b>	Ag Center Base Pay Honorific Plan	Comments Required	Monthly/Yes	Academic Pay Regular Pay	Ag Center Base Pay- Honorific Allowance	No	Yes
<b>Athletic Contract Payments- Non-Retirement</b>	Used for athletic coaches receiving contractual payments that are not eligible for retirement	Comments Required	Annual/Yes	Regular Pay	Contractual Coaches (Non-Retirement)	No	No
<b>Base Pay-Honorific Allowance Academic Pay</b>	Used for faculty who are academic pay receiving alumni professorships	Documentation that indicates funds are part of base pay and memo from OAA indicating approval	Annual/Yes	Academic Pay	Base Pay-Honorific Allowance Academic	No	Yes
<b>Base Pay-Honorific Allowance Regular Pay</b>	Used for faculty receiving alumni professorships that are regular pay	Documentation that indicates funds are part of base pay and memo from OAA indicating approval	Annual/Yes	Regular Pay	Base Pay-Honorific Allowance Regular	No	Yes
<b>Car Allowance Plan</b>	Car Allowance Plan	Comments Required	Annual//Yes	Regular Pay	Car Allowance	No	No
<b>Compensation Not Subject to Retirement</b>	Used only for non-retirement payments that are temporary. Please contact Compensation before using this plan	Memo of Understanding (MOU) required	Monthly/Yes	Regular Pay Academic Pay	Compensation (Non-Retirement)	No	No



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<b>Data Allowance Plan</b>	Used by out of state recruiters in Enrollment Management only	Comments Required	Annual/Yes	Academic Pay Classified Regular Pay	Data Allowance	No	No
<b>Faculty Administrator Allowance Plan (AP)</b>	Used for faculty assuming an administrative role such as Dean, Department Head/ Chair, Director, etc.	Justification (include responsibilities, duration of allowance plan, signed acknowledgment)	Annual/Yes	Academic Pay	Administrative Allowance- Academic Pay Academic Pay Enabled	End date required if for specified period within contract/offer letter	Yes
<b>Faculty Administrator Allowance Plan (RP)</b>	Used for faculty assuming an administrative role such as Dean, Department Head/ Chair, Director, etc.	Justification (include responsibilities, duration of allowance plan, signed acknowledgment)	Annual/Yes	Regular Pay	Administrative Allowance Plan	End date required if for specified period within contract/offer letter	Yes
<b>Graduate Assistant Instruction Allowance</b>	Used for graduate assistants listed as Instructor of Record for the summer and are not enrolled during that time.	Official Transcript attached	Monthly/No	Regular Pay	Graduate Assistant Instructional Allowance	Yes	Yes
<b>Graduate Assistant Student Allowance</b>	Used for graduate assistants who are conducting research or service in the summer and would have been paid as student workers in legacy	No Attachments	Monthly/No	Regular Pay	Graduate Assistant Student Allowance	Yes	Yes
<b>Honorific Allowance-Academic Pay</b>	Used for temporary salary supplement associated with Professorship or Chair	Completed/Signed Award Selection Agreement	Annual/Yes	Academic Pay	Professorship Allowance- Academic Pay- Academic Pay Enabled	Yes	No



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<b>Honorific Allowance-Regular Pay</b>	Used for temporary salary supplement associated with Professorship or Chair	Completed/Signed Award Selection Agreement	Annual/Yes	Regular Pay	Professorship Allowance	Yes	No
<b>Honorific Compensation (Retirement)</b>	Used to pay additional compensation for additional duties assigned related to honorific where retirement is contributed.	Brief Description of Additional Duties and Award Selection Agreement	Monthly/Yes	Academic Pay Regular Pay	Honorifics (Retirement)	Yes	Yes
<b>Housing Allowance Plan</b>	Used for housing for specific units/positions	No Attachments	Annual/Yes	Regular Pay	Housing Allowance	No	No
<b>Interim/ Acting Allowance Plan (AP)</b>	Used for assuming an interim or acting role	Justification (include responsibilities, duration of allowance plan, signed acknowledgment)	Annual/Yes	Academic Pay	Administrative Allowance-Academic Pay-Academic Pay Enabled	Required if for specified period within contract/offer letter	Yes
<b>Interim/ Acting Allowance Plan (RP)</b>	Used for assuming an interim or acting role	Justification (include responsibilities, duration of allowance plan, signed acknowledgment)	Annual/Yes	Regular Pay	Administrative Allowance-Regular Pay-Regular Pay Enabled	Required if for specified period within contract/offer letter	Yes
<b>Mobile Device Allowance Plan</b>	Used for both data and/or cell phone service	Agreement and Request – signed by All Parties	Annual/No	Academic Pay Classified Regular Pay	Mobile Device Allowance	No	No
<b>Professional Improvement Program</b>	Used for Lab School faculty	No Attachments	Monthly/Yes	Regular Pay	Professional Improvement Program	No	Yes



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<b>Professional Instruction Allowance</b>	Used for professional/unclassified or other academic staff who provide college course credit instruction during the academic year or summer session.	Official Transcript or Approved SACS exception (resume, transcript, JD & Justification from Dean); add Academic Policy as additional approver on action	Monthly/No	Academic Pay Regular Pay Students	Professional Instructional Allowance Professional Instructional Allowance 2-Year Post Doc	Yes	Yes
<b>Sponsored Program Allowance - Academic Pay</b>	Used for administrative work on grant funds > Academic Pay types	Justification (include responsibilities, signed acknowledgement regarding temporary nature)	Monthly/No	Academic Pay	SPA Allowance-Academic Pay	Yes	Yes
<b>Sponsored Program Allowance - Regular Pay</b>	Used for administrative work on grant funds > Regular Pay types	Justification (include responsibilities, signed acknowledgement regarding temporary nature)	Monthly/No	Regular Pay	SPA Allowance-Regular Pay	Yes	Yes
<b>Summer Honorific Compensation (Retirement)</b>	Used to pay summer salary for additional duties assigned related to honorific where retirement is contributed.	Brief Description of Additional Duties and Award Selection Agreement	Monthly/Yes	Academic Pay Regular Pay	Summer Honorific Compensation (Retirement)	Yes	Yes
<b>Temporary Additional Duties Allowance Plan (AP)</b>	Used for individuals assuming temporary duties.	Justification (include responsibilities, duration of allowance plan,	Annual/Yes	Academic Pay	Temporary Additional Duties Allowance (AP)-Academic Pay Enabled	Yes	Yes

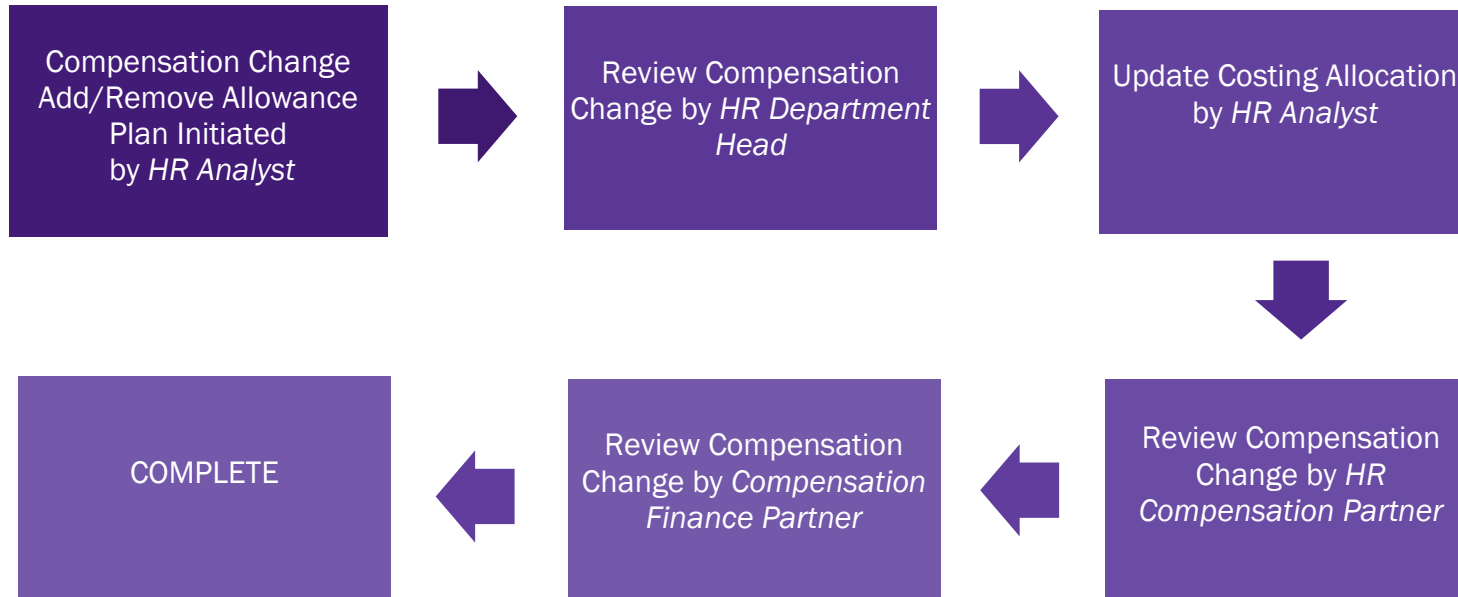


Allowance Plan	Plan Description	Documents Required	Default Frequency/Proration	Used by Compensation Package	Earnings	Compensation End Date Requirement	Contributes to Retirement
		signed acknowledgment)					
<b>Temporary Additional Duties Allowance Plan (RP)</b>	Used for individuals assuming temporary duties.	Justification (include responsibilities, duration of allowance plan, signed acknowledgment)	Annual/Yes	Regular Pay	Temporary Additional Duties Allowance (RP)	Yes	Yes

**The determined amount paid will be commensurate with the responsibilities, peer and market data.**

## Allowance Plans

### Professional, Classified, Faculty, and Other Academic



## Allowance Plans

### Student and Graduate Assistants

