Chair/Director Administrative Pay Procedures:

All new Chair/Director appointments will be paid on a 10-month basis with an additional Administrative Supplement. The Supplement is to be taken during the AYR (August 1st thru May 31) or as Summer Salary (June and July)

1) If the Department/Center or Program has a General Fund Account (10-account) the funds will be budgeted on that account / on the appropriate object code (2200 – Admin Supplement or 2010-Summer pay) with a sub-object “ADM” during budget construction.

   a) The department will need to inform Alicia Swafford if the Chair/Director will be taking his/her Administrative Supplement during the AYR or as Summer Salary.

   b) The department will need to process an “Additional Pay” edoc for AYR or a “Summer Pay” edoc if the funds will be taken as Summer Salary.

      i) The account used will be the Department General Fund (10-account/sub-object ADM).

      ii) The Administrative post will need to be updated/verified.

2) If the Department/Center or Program does not have a General Fund Account the funds will be transferred to the Program/Center’s 22 or 23-account by Alicia Swafford after the department completes the following:

   a) The department will need to inform Alicia Swafford if the Chair/Director will be taking their Administrative Supplement during the AYR or as Summer Salary.

   b) The department will need to process an “Additional Pay” edoc for AYR or a “Summer Pay” edoc if funds will be taken as Summer Salary.

      i) Use the Program/Center’s discretionary account (22,23-acct).

      ii) The Administrative post will need to be updated/verified.