This job aid provides high level guidance on the differences between additional pay options. When a department identifies the need for additional pay, please reach out to your HR Manager to determine which additional pay option and compensation amount is most appropriate.

**Interim Appointments**

Interim appointments are used when an employee’s role temporarily shifts and focuses on multiple new responsibilities not in their standard job description (SJD) and is best described by another SJD. Interim appointments may involve an employee being released from a majority of their current job responsibilities and placed into a new role temporarily. Or, there may be situations when an interim appointment is done on a partial basis where the employee is assigned to a different role but the percentage of time could vary. Duties previously held by the incumbent may be disseminated to other staff as well to ensure coverage during this temporary period. Generally, an employee assumes a higher-level role for an interim appointment. All interim appointments must have an end date which can be extended.

- Additional guidance regarding salaries for interim appointments can be found under [Section V. Acting or Interim Appointment Salaries for Administrators](#) of the Compensation Structure and Pay Upon Appointment HR policy.

**Example:**
The director of a department goes out on leave for a 2-month period. A manager within the unit temporarily assumes a majority of the director’s role while they are on leave. An interim appointment is most appropriate in this situation.

**Temporary Base Adjustments (TBA)**

A TBA is appropriate when an employee is taking on additional work that is broader in impact, scope and complexity for a temporary, fixed amount of time. Typically, the fixed amount of time for an academic and university staff TBA is no less than 90 days and no more than 180 calendar days. This is general guidance and there may be situations where the TBA needs to last longer than 180 days. TBAs are subject to the maximum of the salary range for that position. TBAs are initiated in JEMs by the home department.

TBAs for faculty often span the course of an academic year or could be longer without an official end date. TBAs are removed when calculating summer pay for faculty.

Additionally, pay plan increases are calculated using the total base rate plus TBA amount.

**Example:**
An employee is taking a lead role in the design phase of a new campus wide system. The employee’s institutional knowledge and expertise are critical in capturing the requirements that are needed within the new system. The project entails additional duties beyond the employee’s ongoing, day-to-day
responsibilities. Work on this project is expected to last 3 months. A TBA is appropriate to use in this scenario as the employee’s work has impacts campus wide and the scope of their role has also broadened for a fixed amount of time.

Performance Bonus

This bonus can be awarded upon an employee’s successful completion of an assignment and/or project, and/or above-and-beyond sustained performance. This type of bonus award recognizes and rewards achievements or accomplishments that contribute to the overall objectives of the department, division, and/or university.

- Additional guidance regarding performance bonuses can be found on page 20 of the Salary Administration Guidelines.

Example:
An employee had to help roll out a campus wide initiative for their department. Implementing new campus wide processes is part of this employee’s job. The employee ensured all stakeholders were properly trained and communications were seamless during the transition. The employee received very positive feedback from others in the department on how the implementation was handled. A performance bonus is appropriate to use in this scenario as the completion of the work was successful and recognized with a high regard from others.

Overloads

- Overloads are generally used in the SoE when an employee from another department or division helps take on additional workload for another department or division that together exceeds 100%.
- Overload payments cannot exceed $18,000 or 20% (whichever is greater) of the employee’s base salary in the fiscal year. Requests to exceed these amounts require prior Office of Human Resources (OHR) approval.
- Please refer to the KB for the full details of the campus Overload Policy.
  - The department for whom the work is being performed is to submit the request.
  - Faculty on C-basis appointments do not receive overloads in the summer.
- Inter-institutional Overloads
  - UW System campuses are considered separate agencies but are all under Board of Regents authority.
  - Individuals may accept assignments at other UW System campuses.
  - Overload payments for these assignments must be reasonable in terms of the original base salary and reflect time and effort, and level of skills required for the additional assignment.
  - Overloads within UW-System are documented and approved via the “Inter-Institutional Overload Form”

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