

## **Additional Compensation/Payments for Faculty, Staff and Students**

Faculty are not permitted to receive additional compensation, unless this work is for duties that are unrelated to their faculty position. Any additional compensation to faculty must receive prior approval from the Senior Vice President and Provost (SVPP), this is per the ISU Faculty Handbook and Additional Compensation policy. Additional compensation may not be received for duties performed that are considered part of the usual, on-going responsibilities of a faculty member.

Additional compensation requests for ISU staff require prior approval from the respective HR Service Delivery Team. Additional compensation may be approved when it is determined that an employer/employee relationship exists for the work to be performed. When the staff are performing services as an independent contractor, the professional services agreement (PSCA) procedures and conflict of interest procedures outlined by Procurement Services will apply. PSCA's are to be done before the service is performed.

For students that receive payments in the form of a stipend, award, prize, (payments not related to their job with ISU, if they are a student employee) are to be paid as either an ad hoc payment or a supplier invoice through Procurement Services depending on the details of the payment, they are not to be paid through payroll as One Time Payments.

For information on how to process stipend payments on sponsor programs, please refer to the Sponsored Programs Procedures Manual on SPA's website at: <https://www.controller.iastate.edu/sponsored-programs-accounting>

For information regarding the Additional Compensation policy please refer to the Additional Compensation policy at: <https://www.policy.iastate.edu/policy/additionalcompensation>

The Faculty Handbook can be found at: <https://www.provost.iastate.edu/faculty-success/faculty-handbook>