Policy 1001: Compensation Above Salary

Policy 1001 Compensation Above Salary was released on January 31, 2014. The policy explains special considerations of extra compensation as related to sponsored projects. It also defines incidental work as, “...a specific, non-recurring activity which is clearly separate, remote and in excess of normal for an individual’s University responsibilities.” Incidental work is not included as part of effort reporting percentages, “...provided that such work and compensation are separately identified and documented in the financial management system.” This type of work is separated by the appropriate use of the applicable extra compensation earnings elements and expenditure type codes.

As of January 1, 2014, on-going services will now be considered as part of the effort reporting percentages in accordance with Policy 1001. Two earnings elements will now be included for effort reporting purposes. These earnings elements include: Interim Assignment and On Going Extra Comp. Interim Assignment, which impacts the Yale School of Medicine only, are payments for additional administrative duties on an interim basis. On Going Extra Comp, which impacts both sides of campus, are recurring payments for extra compensation.

It is recommended to review individuals receiving these payments as of January 1, 2014. It is critical that the appropriate earnings element and expenditure type codes be used since time and effort expended for the activity may affect the time and effort committed to sponsored projects. To view a complete list of earnings elements and whether they are included in effort reporting, please visit: gcfa.yale.edu/effort and select the Earnings Element Matrix under the toolkit. For effort reporting related questions, please contact effort.reports@yale.edu.