



# MANAGER MINUTE

APRIL 19, 2023

UNDERSTANDING THE TAS/S79 PROCESS  
TEMPORARY ADDITIONAL SUPPLEMENT

ISSUE 06

## TEMPORARY ADDITIONAL SUPPLEMENT (TAS) OR SUPPLEMENT 79 (S79)

TAS: FLSA – Exempt Classified Employee  
S79: FLSA – Exempt Management A&P Employee



REMINDER

Human Resources must review and approve all temporary supplements prior to implementation.

### WHAT IS A TAS AND S79?

A TAS or S79 is a temporary supplement paid for specific situations when a FLSA-exempt Classified (TAS) or Management A&P (S79) employee assumes substantial additional responsibilities on an interim basis

### HOW MUCH IS A TAS AND S79?

Classified and Management A&P employees may receive **up to 15 percent** of base salary as a temporary supplement.



- 5%: lower-level duties
- 10%: similar level duties
- 15%: higher level duties

### HOW DO YOU QUALIFY FOR A TAS OR S79?

The specific situations in which temporary supplements may be warranted include, but are not limited to, additional duties assigned as the result of the following:

- Temporary assumption of job duties due to the extended leave of a peer (does not include vacation or short-term absence coverage of six weeks or less);
- Interim leadership of an organizational entity while a search process for a permanent leader is in progress; and,
- Assignment to a special project with additional duties typically not expected or associated with the employee’s current position.

### WHAT DOES NOT QUALIFY FOR A TAS OR S79?

Specific situations that are not eligible for temporary supplements include, but are not limited to, the following:

- Leave or search situations where the duties of one position are assigned to three or more employees;
- Additional responsibilities are intended to be permanent;
- Cross-training responsibilities; and,
- Responsibilities intended for employee development.

**Please note:** Temporary supplements for non-exempt employees are not processed as a TAS or S79. The extra duties are generally covered by over-time or in special circumstances a temporary adjustment to base salary.

### TAS AND S79 POLICY GUIDELINES

Per HOOP Policies 193 & UTHealth Houston budget instructions:

- A temporary supplement should generally not exceed one fiscal year.
  - The head of the applicable operating unit and Human Resources must approve continuation of a temporary supplement beyond one fiscal year.
- The temporary supplement is not applied retroactively.
- The temporary pay supplement must be discontinued when the employee is no longer responsible for the additional responsibilities.



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## TAS AND S79 POLICY GUIDELINES CONTINUED

- The award of a temporary supplement must be documented in the employee's personnel file by the employee's supervisor.
  - The employee should have a copy of the documentation to ensure understanding of the non-permanent nature and reason for the supplement.

## HOW TO SUBMIT A TAS OR S79 REQUEST

All TAS and S79 request are submitted by email to the HR compensation request general mailbox at [hrcomprequest@uth.tmc.edu](mailto:hrcomprequest@uth.tmc.edu). The request is submitted prior to the employee assuming extra duties or starting a new project.



Please submit request as soon as the situation arises as it may take a couple of days to review and process.

- Dollar amount of temporary administrative supplement and percent it represents of the employee's base pay; and,
- Anticipated end date of additional duties and pay supplement

**PLEASE NOTE:** To prevent any delays, all compensation requests must include department name and ID to ensure it gets routed to the appropriate analyst.



## PASS TRANSACTIONS

Upon approval from compensation services, a PASS transaction is submitted for processing.

TAS: Classified employee

S79: Management A&P employee

### IMPORTANT REMINDER:

Please submit transactions in a timely manner. PASS transactions follow a workflow through multiple departments before final approval, and this workflow can take several days.

When submitting the transaction, be mindful of lockout periods that may impact the effective date of your TAS or S79 request.

## ADDITIONAL RESOURCES

[HOOP Policy 193: Salary Administration](#)

[UTHealth Houston FY22 Operating Budget Instructions](#)

[HR Compensation Request, GM](#)

[HR System Data Resources, GM](#)

## SUBMISSION REQUIREMENTS

- Department name (Department ID);
- Documentation stating requested TAS/S79 has the approval/support of the DMO;
- Employee name (Employee ID);
- Employee's job title (job code);
- Title of the position (job code) whose responsibilities are being assumed; or a description of the special project;
- Employee must meet the job code minimum qualifications to perform the extra job duties;
- Effective date the employee assumes new responsibilities which should coincide with the effective date of the administrative supplement;
- Employee's current rate of base pay;