SUPPLEMENTAL MONTHLY BUDGET VERIFICATION DOCUMENT

A Supplemental Monthly Budget Verification Document is used for those instances in which the approval for payment due a monthly-paid employee is not included on a regular Budget Verification Document (BVD).

Such instances occur when:

1. A Form 500 has not been processed in time to have the new or altered condition entered into the computer database before the BVD is printed for the period in which the change or addition is effective.
2. Compensation is due for contribution to a Professional Development activity.
3. Compensation is due for temporary, part-time employment in addition to regular full-time employment.
4. Compensation is due for terminal leave pay.

The payroll office processes that Supplemental Monthly Budget Verification on the first available payroll after all data applicable to the supplement has been verified. Supplemental BVDs are usually processed with the first subsequent biweekly payroll.

Overload payments to Faculty are processed on a Supplemental BVD and are paid on the first biweekly payroll after the last class day for the applicable semester.