



MANAGER MINUTE

MAY 16, 2025

UNDERSTANDING THE TAS/S79 PROCESS
TEMPORARY ADDITIONAL SUPPLEMENT

ISSUE 13

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 H00P Policy 193 & UTHouston 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.

UPDATED PROCESS

HOW TO SUBMIT A TAS OR S79 REQUEST

All TAS and S79 request will be submitted via PASS Additional Pay transactions.

- TAS - Classified employee
- S79 - Management A&P employee

SUBMISSION REQUIREMENTS

- 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; and
- All required documentation must be attached to the transaction.

REQUIRED DOCUMENTATION

- [TAS Request Form](#); and
- Documentation stating requested TAS/S79 has the approval/support of the head of operating unit.

Compensation Services will review, approve/deny and process the request in one step. The request is submitted prior to the employee assuming extra duties or starting a new project.

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 Operating Budget Instructions](#)

[HR Compensation Request, GM](#)

[HR System Data Resources, GM](#)



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Please Note:

Steps must be completed in order. If you skip or change a step, previous entries for all following steps will revert to blank and require re-entry.

Additional Pay

Requestor ID: Jane Doe
Employee ID: Justin Doe
Position Nbr: Web Developer IV
Job Code: 8516 Web Developer IV
FTE: 1.000000
Job Family: Classified

Transaction Number

NEXT

Department:

Annual Salary: \$82,431.930

Actual Salary: \$82,431.930

[Instructions](#)

[TAS/S79 Instructions](#)

NEW

Current Addl Pay Data

[Personalize](#) | [Find](#) | [First](#) | [1 of 4](#) | [Last](#)

Earnings Code	Description	Effective Date	End Date	Pay Period Amount	Goal Amount	Combination Code
1 AUG	Augmentation	05/01/2025	07/15/2025	\$1,500.00		257640000169001
2 AUG	Augmentation	07/16/2025	08/31/2025	\$500.00		257630000167015

FY Total TAS/S79 Amount

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Earnings Code	Description	FY Year to Date	Percentage
1 TAS	Temp Admin Pay Supplement	\$2,000.00	2.426

NEW

1 Effective Date: 05/08/2025
2 *Payment Type:

- On-Going
- One-Time Payment
- Recurring Payment

Per Pay Period Calculated Amount

Additional Pay Action	Earnings Code	Description	End Date	Total Pay Period Amt	Total %
				\$0.00	

NEW

Additional Pay Data

3 *Additional Pay Action:
5 *Earnings Code:

☐ Retro Funding

NEW

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NEW

Pay Period Amount: \$0.00

Funding Information - Proposed

Earnings Code	*Pay Period Amount	Funding End for Combo Code Date	Combination Code	Chartfield Details	SpeedType Key	Operating Unit	Fund Code	Project	Account
1				Chartfield Details					

Associated Document

Add

Attached File

Comments

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Submit