

Business Process Document

	Interim or Acting Pay Process
	Human Resources
	requesting interim or acting pay for a staff member
	November 2021
	November 2021

Process Overview:

Acting appointments

Interim appointments

Step by Step Process:

4.

Interim Pay FAQs:

Q: What is the “typical” interim pay recommendation?

A:

Q: What happens if the transaction needs to be approved retroactively?

Q: Will I get a reminder to renew the interim/supplemental pay before the end of the approved period?

Service Level Agreement (SLA) FAQs:

Q: What is the Service Level Agreement (SLA) for this process?

Q: When does the SLA "clock" begin?

Q: When does the SLA "clock" end?

Q: How will questions/requests for more information from the manager impact the SLA?

Q: How is the SLA calculated?

List of Forms Associated with Process:

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