



Request for Extra Compensation for Faculty & Staff
(Must be submitted and approved prior to service being performed)

Date submitted

81

Employee's name

Employee ID #

Home department information

Requesting department* information

Form for Home department information including fields for Employee's title, department, school/college/division, annual salary, and contract type (Academic, Fiscal, No contract).

Form for Requesting department* information including fields for Requesting department, School/college/division, Funding source for extra compensation (account name), Funding source account number, and Title of program or service function.

* It is the responsibility of the requesting department to notify the employee's home department of this extra compensation agreement

No. of hours this request

Dates from / to

Amount

I will perform the duties as described at right. The number of hours above reflect the work time required for the services to be performed outside my normal work day or while I am on annual leave.

Please provide a brief description of work to be performed and explain why this additional compensation is necessary:

Large empty box for providing a brief description of work to be performed and explaining why this additional compensation is necessary.

Employee signature (required) Date

Extra Compensation for Faculty & Staff

In accordance with Board of Regents policy, extra compensation may be paid for participating in appropriate University instructional, research, or service activities when all four of the following conditions are met:

- The work is carried in addition to a normal work load
• No qualified person is available to carry the work as part of his/her normal load
• The work produces sufficient income to be self-supporting
• The additional duties are not so heavy as to interfere with the performance of regular duties

When extra compensation is paid, it shall be no greater than compensation paid for performance of the employee's normal duties. Prior to scheduling work for which extra compensation could possibly be paid to a University employee, approval must be obtained in writing by completing and submitting this "Request for Extra Compensation" form.

Approved by:

Home Department Head Date

Requesting Department Head Date

Requesting Dean/VP Date

Requesting Sr. VP or President Date

After obtaining all signatures:

- ✓ This form should be returned to the requesting department
✓ The requesting department should forward the completed form to UGA Payroll
✓ The requesting department should submit the total amount indicated above on their monthly payroll as "special comp"