



Special Pay (Extra Compensation) Request
(Must be submitted and approved prior to service being performed)

Date submitted

Employee's name

Home 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).

EmplID#

Requesting department* information

Form for requesting department information including fields for Requesting department, School/college/division, Funding source, Combo Code, and Title of program or service function.

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.

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

Please select the appropriate Earn Code for this request

- o SNF - Faculty temporary assignment, duties outside of academic contract
o SUF - Faculty temporary assignment, addendum to academic contract
o SNS - Full-time Staff temporary assignment, outside of job description
o RSF - Research subject Fee

Please select the appropriate Pay Schedule

- Pay over work period
Pay after work is completed

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.

Employee signature (required)

Date

Additional Compensation for Faculty & Staff

In accordance with Board of Regents policy, additional 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 meets institutional needs and priorities as determined by the institution President or his or her designee; and,
• The additional duties are not so heavy as to interfere with the performance of regular duties.

When additional 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 additional compensation could possibly be paid to a University employee, approval must be obtained in writing by completing and submitting this "Special Pay Request" form.

After obtaining all signatures:

This form should be returned to the requesting department

The requesting department should submit the completed form via OneUSGConnect: OneUSG Connect > Manager Self Service > Compensation and Stock > Request Supplemental Pay (attach form)

The requesting department should run the Additional Pay query to verify that the payment has been entered.

Approved by:

Home Department Head Date

Requesting Department Head Date

Requesting Dean/VP Date

Requesting Sr. VP or President Date