

# REQUEST FOR COMPENSATION FOR EXTRA WORK Staff and Service Employees

Employee Name: \_\_\_\_\_ BSU ID #: \_\_\_\_\_

Current Dept: \_\_\_\_\_ Current Title: \_\_\_\_\_

The university hereby employs employee, and employee accepts an assignment for additional work which is different from usual work required according to the existing job description and is in addition to regular work hours. Additional work is described as follows:

\_\_\_\_\_

**\*Note: Please attach a job description if additional space is needed.**

Expected duration of extra work: \_\_\_\_\_

FOAP (Fund, Organization, Account and Program codes) to be charged for extra work: \_\_\_\_\_

If extra work is for class instruction, complete this section:

Course title, number, section: \_\_\_\_\_ Total number of credit hours: \_\_\_\_\_

\*\*Class meeting time and days: \_\_\_\_\_

Highest degree attained by employee & area of concentration: \_\_\_\_\_

Approval of Assistant to Provost: \_\_\_\_\_

\*\*If class meeting time is during employee's usual work schedule, explain work time adjustment:

**NOTE: TO OBTAIN PAYMENT FOR THIS EXTRA WORK**, hours and dates of work must be listed on a B-65 or B-75 time sheet. This note does not apply to exempt staff who perform class instruction.

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## **Approvals: Please ensure that all signatures have been obtained before sending to UHRS**

<b>Employee Signature</b>	<b>Date</b>
<b>Current Department Head/Supervisor</b>	<b>Date</b>
<b>Supervisor/Department Head of area providing extra work</b>	<b>Date</b>
<b>Dean or Appropriate Administrative Officer</b>	<b>Date</b>
<b>Vice President</b>	<b>Date</b>
<b>University Human Resource Services</b>	<b>Date</b>
<b>Budget Office/Contracts &amp; Grants</b>	<b>Date</b>

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### **To be completed by University Human Resource Services:**

To ensure compliance with governmental regulations and consistency with university policies, the rate of pay is to be determined by University Human Resource Services in conjunction with the supervisor. For the above work, the university will pay and the employee agrees to accept \$ \_\_\_\_\_ per \_\_\_\_\_ (if applicable, \$ \_\_\_\_\_ per hour for work which extends the employee's workweek beyond 40 hours per week) or \$ \_\_\_\_\_ payable in one-time payment. Employee status: nonexempt staff or service \_\_\_\_\_ exempt staff \_\_\_\_\_