

REQUEST FOR COMPENSATION FOR EXTRA WORK Staff and Service Personnel

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: _____

**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.

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

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

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 _____