

Extra Compensation Submission Policy

Extra Compensation Forms should be turned in to HR two weeks prior to the work being performed.

Instructions to filling out the new Extra Compensation Form online:

1. Go to the VSU Human Resources Webpage at the following address:
http://www.valdosta.edu/finadmin/human_resources/
2. Go to Forms on the left side of screen.
3. Go to Classification and Compensation sub-heading.
4. Click the Extra Compensation Form for Staff and Faculty Updated 3/20/14 link.
5. The Extra Compensation Form is an editable PDF document.
6. Once the form is open fill out the appropriate fields.
7. All the fields are editable so you can add the information straight to the form.
8. Once all the information has been filled out please have all signatures before submitting to HR for approval.
9. HR will review the form to ensure its correctness and compliance with USG regulations.
10. All extra compensation forms should be turned in to payroll based on the payroll schedule.