

**Human Resources and Employee Development
Request for Extra Compensation for Faculty & Staff
This form is to be initiated by the requesting department.**

____ / ____ / ____
Date Submitted

Employee's Name

Last 4 digits of employee's SS# or VSU ID #

Home Department Information

Select One	
Employee's Title	<input type="radio"/> Monthly
Employee's Department	<input type="radio"/> OR
Employee's School/college/division	<input type="radio"/> Biweekly
No. of hours this request	_____ \ _____ #
Dates from/to	____ / ____ / ____ / ____ / _____
Amount \$	_____ V

Requesting Department Information

Requesting Department	_____
School/College/Division	_____
Funding Source for Extra Compensation	_____
Funding Source Account Number	_____
Is this Grant Funded? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing you are verifying that all BOR criteria are met and are in compliance with the procedures and policy as indicated below.

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

I will perform the duties as described above. 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. If this class is cancelled, it is the employees responsibility to inform payroll, human resources, and the registrar.

Employee's Signature (required) Date

All non-exempt employees are limited to teaching (1) class. HR will make a determination for special circumstances.

Extra Compensation (8.3.12.4)

Research, Saturday Classes, & Off-Campus Education that meet below criteria:

In accordance with USG Policy 8.3.12.4, 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.

Extra Compensation (5.3.2)

All others duties provided they met the below criteria:

Per USG Business Procedures Section 5.3.2 ; all 3 criteria must be met :

- **Task must be outside of employee's regular department.**
- **This form is signed by appropriate departmental heads.**
- **Employee must meet at least one of the criteria below: Chaplain, Fireman, Dentist, Certified Interpreter for Deaf Persons, Registered Nurse, LPN, Psychologist, teacher/Instructor of evening course or program, Professional holding doctoral or masters degree; part- time employee**

Approved by: (Once Work is Performed)

____ / ____ / ____
Home Department Head (or VP if appropriate) Date

____ / ____ / ____
Requesting Department Head Date

____ / ____ / ____
Requesting Dean/Director Date

____ / ____ / ____
Academic Affairs (Required)

____ / ____ / ____
HR Approval Date