

## Extra Service Compensation Request Process

1. PRIOR to the beginning of service, written approval must be obtained for all extra service compensation requests for work performed outside an employee's primary work assignment (Policy # 376).
2. A *Request for Extra Service Compensation form*, available on the Human Resources Website, must be completed and signed by the appropriate Department Head and Dean prior to the start of service.
3. Unless Provost approval is required (see below), the Dean's office should retain a copy of the signed form, and forward the original to Human Resources.
4. The Employee, Department Head and Dean should verify that all extra service compensation requests for the upcoming fiscal year do not total more than 20% of the employee's annualized salary. If the Extra Service Compensation will exceed 20% of the employee's annualized salary, approval must also be obtained from the Provost . *Compensation above 20% of the annualized base salary will only be approved in extenuating circumstances.*
5. The Provost must approve all extra service compensation requests for employees who hold an administrative title.
6. The Office of Human Resources will notify the appropriate department when the request has been approved.
7. If the request is approved, when the department processes the EPAF the Provost's Office must be added to the EPAF approval routing if the compensation is over 20%, or if the employee holds an administrative title.