



RGS and PROVOST PROCEDURES 376-PR

1. **PRIOR** to the beginning of service, written approval must be obtained for all extra service compensation (ESC) requests for work performed. ([Policy 376.3](#)) **This form is for exempt personnel use only.**
2. A [Request for Extra Service Compensation form](#), available on the Human Resources Website, must be completed and approved prior to the ESC work commencing.
3. If the Extra Service Compensation will exceed 20% of the employee's institutional base salary, approval must also be obtained from the Provost. *Compensation above 20% of the annualized salary will only be approved in extenuating circumstances.*
4. The ESC earnings rate may not exceed the Institutional Base Salary Earnings Rate based on the USU employee's institutional base salary. ([Policy 376.3.1](#))
Message to administrators: It is recommended that you do not promise a set amount for the service. It might not meet the ESC earnings rate criteria. Find out what they can earn before negotiating.
5. All approved ESC forms will be forwarded to the Office of Human Resources.
6. Business services personnel will process an electronic personnel action form for this ESC payment.
7. An employee's FTE should be increased to 1.0 and/or be paid summer months prior to requesting any ESC, if at all possible.
8. ESC requests are only valid for one fiscal year and must be requested annually if ESC work extends beyond one fiscal year.
9. Employee's organizational unit will be determined from the Master University Department (MUD) list. The MUD list will be used with Sponsored Program ESC requests to determine if the ESC work is being conducted outside the employee's organizational unit. The faculty member consulting cannot be affiliated or compensated by any department of the PI or Co-PIs. ([Policy 376.3.1.1 \(2\)](#))
10. Sponsored program ESC requests should be included as "ESC consulting" budget on the SPO1 budget submission and detailed in the budget justification that the consulting will be paid as ESC.

RESPONSIBILITIES

Boxes that are greyed out will be auto filled based on data input into other fields.

Employee Requesting ESC

It is the responsibility of the employee requesting the ESC to initiate the form.

Employees are required to complete sections with headers indicated in yellow: employee information, employee's proposed extra service work, and employee's conflict of interest review sections.

Employee Information section: Employee must complete the following fields: name, A#, title, home department/unit, home college/unit, and campus location.

Employee’s Proposed Extra Service Work section: Employee must complete the start date of when the ESC work will commence and end date of the ESC work. Include preparation and completion time in these dates.

The employee must complete the Total Effort of ESC field. The total effort does **not** equal Dates of Service. Estimate number of hours to be spent on this project. Another way is to estimate total hours per week multiplied by number of weeks in Dates of Service to get this number.

The employee should enter in the dollar amount of the total compensation they expect to receive for this ESC work in the Compensation Expected for ESC field.

The employee must indicate if the extra service work is outside the scope of their primary work assignment or if it is inside the scope of their primary work assignment. It will be extremely rare that ESC will occur for work directly related to the scope of an employee’s primary work assignment.

For work outside the employee’s work assignment, the employee must enter information in the field to describe and answer three distinct questions: 1) describe the proposed extra service work, be specific (for example – Teaching one online section of Math 1010 during Fall 2016); 2) how the extra service work is outside the employee’s scope of their primary work assignment; 3) how the extra service work is temporary and unusual and demonstrate that is in addition to the employee’s full workload. ([Policy 376.3.1](#)) **All three items must be addressed in the justification box.**

For work directly related to the employee’s primary work assignment, the employee must enter information in the field to describe and answer three distinct question: 1) describe the proposed extra service work; 2) how the extra service work is directly related to or indistinguishable to the employee’s scope of their primary work assignment; 3) demonstrate that is in addition to the employee’s full workload and how the extra service work is temporary and a **most unusual circumstance**. **All three items must be addressed in the justification box.** ESC for work directly related to an employee’s primary work assignment is awarded in only the most extraordinary situations and the outcomes and activities must focus on furthering the institutional missions of discovery, learning and engagement. Please note ESC under this category requires approval from the Provost. ([Policy 376.3.1.3](#))

The employee’s full workload and scope of job expectation is specified in their primary work assignment. ([Policy 376.2](#))

Faculty – The primary work assignment is derived from the faculty’s Role Statement and/or workplan.

Non-Faculty Exempt Employees – The primary work assignment is derived from the Office of Human Resource’s most recent position description for the employee.

Employee’s Conflict of Interest Review section: Review the questions below. If you answer yes to any of these questions you must indicate on the ESC form that you have a conflict of interest.

I have a significant financial interest outside of USU that is related to the subject matter of this proposal.

NO YES

I have significant financial interest in the sponsor of this proposal.

NO YES

I am a PI or CO-PI, or receive compensation on another project funded by the sponsor.

NO YES

If you answer yes to any of these questions, update your Conflict of Interest disclosure through the [iComply system](#).

Certification Signature: By signing under the certification section the employee states that they have reviewed the information on the ESC form and certifies that the information contained therein is correct. The employee agrees that the assessment is accurate and confirms that proposed services are: 1) in addition to the employee's full workload, 2) outside of their scope of job expectations, and 3) based on temporary and unusual circumstances.

Financial Officer Over Source of Funds

The Financial Officer (F.O.) who is over the source of funds that will be used to pay for the ESC work must complete the sections with headers indicated in red.

Employee's Institutional Base Salary section: The F.O. must complete the following fields: Institutional Base Salary, Base Type, and Employee's FTE. The employee's information for these fields are found in the NBAJOBS screen in BANNER. Base type is defined as AY – Academic Year appointment (9 months) or FY – Fiscal Year appointment (12 months). Enter the Estimated payments of Extra Service Compensation for this project and Cumulative extra service payments for the fiscal year (including this request) for the employee. ***If this amount is inconsistent with compensation listed in the employee section, this should be addressed with the employee.*** The cumulative ESC payments can be found by reviewing the employee's overload payments in BANNER. The Annualized Salary, Institutional Base Salary Earnings Rate, Proposed Earnings Rate, and 20% of Annualized Salary fields must be calculated. ([Policy 376.2 and 376.3](#))

Annualized Salary Calculation:

Annualized Salary is calculated for a Fiscal Year appointment (12 months) by taking the Institutional Base Salary divided by the Employee's FTE (Example - \$90,000 / 0.75 FTE = \$120,000). Annualized Salary is calculated for an Academic Year appointment (9 months) by taking the Institutional Base Salary divided by the Employee's FTE divided by 9, times 12 (Example - \$75,000 / 1.0 FTE / 9 x 12 = \$100,000).

Institutional Base Salary Earnings Rate Calculation:

Institutional Base Salary Earnings Rate is calculated by taking the Annualized Salary divided by 12 months (Example - Annualized Salary is \$90,000 / 12 months = \$7,500).

ESC Earnings Rate Calculation:

Proposed earnings rate is calculated by taking the estimated payments of ESC for this project divided by effort (Example - \$6,000 ESC payment / 1.5 person months of effort = \$4,000).

The F.O. must determine if the extra service compensation for this request exceeds the institutional base salary earnings rate. This is determined by comparing the proposed earnings rate with the Institutional Base Salary earnings rate; **if the proposed earnings rate amount is greater than Institutional Base Salary earnings rate then this should not be processed.**

The financial officer should contact the employee's home unit financial officer to ensure that salary information in BANNER is correct and that there are not any pending changes. This will also ensure that the home unit is aware of pending ESC.

Source of Funds for this ESC Payment section: Determine whether the funds for this ESC payment will be paid with sponsored program sourced funds (i.e. grants) or non-sponsored sourced funds and mark the correct box.

Source of Funds Information and Authorization section: Financial Officer must complete this section based on the source of the funds being used to pay for the extra service compensation.

If sponsored program sourced funds (i.e. grant funds) are being used to pay for the ESC work, fill out the left section: SPO1 Title, Principal Investigator, Principal Investigator's Department, Principal Investigator's College, Co-Principal Investigators (if applicable), BANNER Index that will be used to pay the ESC, and the Control Number of the grant that is funding the ESC.

If non-sponsored program sourced funds (i.e. Department E&G) are being used to pay for the ESC work, fill out the right section: Unit funding the ESC and the BANNER index that will be used to pay the ESC.

Certification Signature: By signing under the certifications section, the Financial Officer with the source of funds for the ESC certifies that: 1) the source of funds, salary, and calculations are correct and accurate for the employee; 2) that the ESC for this request does not exceed the institutional base salary earnings rate; and 3) that the source of funds information is correct.

Principal Investigator with Source of Funds for ESC Payment

Extra service compensation on sponsored program sourced funds can only occur in cross departmental consulting. The employee must perform a role outside of their organizational unit. Employees may not receive compensation for extra service work on projects which they serve as PI or Co-PI. Extra service compensation paid to employees not serving as key personnel on a grant must be a cost-effective means of achieving the project objectives and conform to established University policies. ([Policy 376.3.1.1](#))

By signing under the source of funds information and authorization section, the grant PI certifies: 1) that the employee is authorized to consult on this grant; 2) that paying ESC is a cost-effective means of achieving the project objectives and conforms to established University policies; and 3) authorizes grant funds to be used to compensate the employee for the ESC work.

Department Head/Director with Source of Funds for ESC Payment

By signing under the source of funds information and authorization section, the Department Head/Director authorizes funds to be used to compensate the employee for the ESC work.

Sponsored Programs Review

Sponsored Program review is required when the source of funds for the ESC is coming from sponsored program funding.

Sponsored Programs must determine if this request for extra service compensation specifically proposed or approved in the sponsor award documents. If not specifically and explicitly provided for in the approved proposal, budget and/or award, an approval from an authorized grant officer of the sponsor must be received before any work is done on an extra service contractual basis. ([Policy 376.3.1.1 \(4\)](#)) NOTE: By itself, agency approval for Extra Service payment shall not be considered a waiver of requirements as outlined in Policy 376.3.1.1.

By signing under the certification section the Division of Sponsored Programs certifies that prior approval for ESC on this project has been granted by the sponsoring agency.

Department Head/Director of Employee Requesting ESC

The Department Head/Director of the employee requesting the ESC must review the ESC form. By signing under the approval section the Department Head/Director agrees that: 1) the assessment on the form is accurate; 2) the proposed services are in addition to the employee's full workload; 3) the work performed is outside of their scope of job expectations; and 4) the proposed services are temporary and based on unusual circumstances. ([Policy 376.3.1](#))

Dean/Vice President of Employee Requesting ESC

The Dean/Vice President of the employee requesting the ESC must review the ESC form. By signing under the approval section the Dean/Vice President agrees that: 1) the assessment on the form is accurate; 2) the proposed services are in addition to the employee's full workload; 3) the work performed is outside of their scope of job expectations; and 4) the proposed services are temporary and based on unusual circumstances. ([Policy 376.3.1](#))

Regional Dean/Chancellor of Employee Requesting ESC

The Regional Dean/Chancellor is required to approve this request if the employee is located on a regional or USU Eastern Campus. By signing under the approval section the Regional Dean/Chancellor agrees that: 1) the assessment on the form is accurate; 2) the proposed services are in addition to the employee's full workload; 3) the work performed is outside of their scope of job expectations; and 4) the proposed services are temporary and based on unusual circumstances. ([Policy 376.3.1](#))

Vice President for Research

The Vice President for Research reviews and approves ESC requests with funding from sponsored program sourced funds. By signing under the approval section the Vice President for Research approves this request for ESC and agrees that the request meets the criteria for ESC as outlined in Policy 376.

Executive Vice President and Provost

The Executive Vice President and Provost reviews and approves ESC requests with funding from non-sponsored program sourced funds. By signing under the approval section the Executive Vice President and Provost approves this request for ESC and agrees that the request meets the criteria for ESC as outlined in Policy 376.

Additionally, if the cumulative extra service payments for the fiscal year, including this request, exceeds 20% of the employee's institutional base salary, the Executive Vice President and Provost's approval is required.

The Executive Vice President and Provost reviews and approves ESC requests for work directly related to the employee's primary work assignment.