Extra Compensation
Guidelines for Processing Request

04/17/2002

Department determines there is activity that meets the guidelines for Extra Compensation (Reference: Campus Policy Memorandum II-13).

Department prepares “Recommendation for Extra Compensation Appointment.

ACADEMIC EMPLOYEES;

Department Chair signs “Recommendation . . .” and forwards to the Dean.

Dean approves and returns to the Department.

Department completes Additional Pay Form and sends with the approved “Recommendation for Extra Compensation Appointment” to the Dean/Division office.

Division Office representative signs Additional Pay Form and sends with the Recommendation for Extra Compensation Appointment to Human Resources.

STAFF EMPLOYEES:

Department Chair/Director approves “Recommendation…” and forwards to Dean/Vice Chancellor.

Dean/Vice Chancellor signs and sends to Human Resources.

Human Resources approves and returns to department.

Department completes Additional Pay Form and sends with approved “Recommendation for Extra Compensation Appointment to Human Resources.

The Recommendation for Extra Comp must include approvals of employing department and home department if work is to be performed for other than the home department.