OFFICE OF
THE VICE PROVOST
FOR FACULTY
AFFAIRS

UIC

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REQUEST FOR FACULTY COMPENSATION OF SERVICES BEYOND FULL-TIME

Approval for faculty appointments must be obtained **prior** to service being performed

Any requests for payment below $2500 (per Academic Year) must have appropriate college office approval and be attached to the HRFE Transaction prior to the services being provided. For requests beyond $2500, the completed form should be routed through Faculty Affairs to request Provost approval prior to the services being provided.

Employee Name			Employee UIN
Employee Home Dept Name			
Person Requesting Service			
Dept./Unit Requesting Service			Requesting Dept./Unit Contact
Service Dates to	Amount to be Paid		Job Title for Services Provided

Describe services to be performed and indicate specific reasons for requiring this full-time employee to provide the services (attach separate sheet if necessary):

Do these duties for service in excess of full-time in any way interfere with this employee's current responsibilities? ☐ Yes ☐ No

If yes, explain:

Current Courseload for Requested Service Dates

BANNER Information	Position #	Pay Dates to		Monthly Salary
	Fund	Org	Account	Program

APPROVAL SECTION

Employee's Signature — Date

Employee's Home Dept. Approval — Date

Employee's Home College Approval — Date

Requesting Dept. Approval (if different from Home Department) — Date

Requesting College Approval (if different from Home College) — Date

Payments beyond $2500/employee/year require approval from the Provost's Office. Please forward to Faculty Affairs for approval and processing prior to submission of HRFE transaction.

Provost's Office Approval — Date

Faculty Affairs Use Only	Previous Over-Compensation provided in current AY: ☐ None ☐ Below $2500 ☐ Over $2500: Routed to VPFA for approval _____
	Comments:
	Scan/Notification: