



**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 Unit Name			
Person Requesting Service			
Unit Requesting Service		Requesting 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 Course load for Requested Service Dates			
BANNER Information	Position #	Pay Dates	Monthly Salary
	Fund	Org	Account      Program
<b><u>APPROVAL SECTION</u></b>			
Employee's Signature		Date	
Employee's Home Unit Approval		Employee's Home College Approval	
Date		Date	
Requesting Unit Approval (if different from Home Unit)		Requesting College Approval (if different from Home College)	
Date		Date	
<b>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.</b>			
Provost's Office Approval			
Date			
<b>Faculty Affairs Use Only</b>	Previous Over-Compensation provided in current AY: <input type="checkbox"/> None <input type="checkbox"/> Below \$2500 <input type="checkbox"/> Over \$2500: Routed to VPFA for approval		
	Comments:		
	Scan/Notification:		