



Procedures for Policy # 53021.5

PROCEDURES FOR EXTRA SERVICES COMPENSATION

The Office of Human Resources requires all employees requesting extra services to complete and submit a “Request for Extra Services to be Rendered in Special Programs or Projects by Administrative and Instructional Personnel”.

STEPS

1. A “Request for Extra Services to be Rendered in Special Programs or Projects by Administrative and Instructional Personnel” form must be completed, submitted and approved prior to a faculty or staff employee receiving extra compensation.
2. The form must be initiated by the unit head or grant principal investigator for which the work is to be done. The form should be signed by the required designated administrators. In their absence, the documented designated person in charge of the unit is the only authorized employee to sign the form.
3. Extra Service Pay ending date must not go beyond the grant end date or the budgeted amount. Once the Extra Service Form has been approved, copies will be distributed to the appropriate unit head, the grants office if applicable, the payroll office, and the budget office. The original will be housed in the employee personnel file.
4. After extra services have been performed within a pay period, a timesheet for that pay period must be completed for extra services hours worked. The timesheet must be approved and signed by the grant director and/or unit head and submitted to the payroll office. Faculty and administrative staff shall report the actual time(s) and the hour(s) worked for each date that services were rendered within a pay period.

Example: September 9, 2020: 5:30 – 7:30 P. M. (2 hours)

If the actual time and hour(s) are not reported on the timesheet, payment shall not be processed.