

Middle Tennessee State University

Authorization for Payment of Extra Compensation

Attach form to Payroll Event Form (PEF) upon completion of assignment
 Note: Use for positions ending in 750 (faculty extra compensation/instructional overload) or 730 (administrative extra compensation) **only**

1. M _____ 2. _____
Banner ID (M Number) Last Name First Name Middle Name Prefix Suffix

3. _____ 4. _____
Employee's Home Department Rank/Title

5. Describe service/work to be performed (please be specific)

6. Calculation used to determine total pay: _____

7. Employee Class and Type of Service/Work to be Performed (enter "x" in appropriate fields for faculty or administrator/staff):

E-Class: <u> </u> F9 <u> </u> FA	E-Class: <u> </u> AD <u> </u> AE <u> </u> CL
9-Month (F9) or 12-Month (FA) Faculty Academic or Fiscal Year Extra Compensation	12-Month Administrator/Staff Fiscal Year Extra Compensation
<input type="checkbox"/> Credit Instruction (Excess above 15 hour load)*	<input type="checkbox"/> Credit Instruction*
<input type="checkbox"/> Sponsored Instruction	<input type="checkbox"/> Sponsored Instruction
<input type="checkbox"/> Sponsored Research	<input type="checkbox"/> Sponsored Research
<input type="checkbox"/> Sponsored Service	<input type="checkbox"/> Sponsored Service
<input type="checkbox"/> Consulting Service	<input type="checkbox"/> Consulting Service
<input type="checkbox"/> Dual Service Contract	<input type="checkbox"/> Dual Service Contract
<input type="checkbox"/> Other	<input type="checkbox"/> Other

8. Before service/work is performed, EMPLOYING DEPARTMENT (where service/work will be charged) will complete the following: **Position** _____

Expected Payroll Dates**	Pay per Month/Total Pay	Index Number/\$ or %	Begin/End Dates of Service/Work
<small>First/last days of month only, ex.: 1/1/xxxx and 1/31/xxxx; enter in Payroll Dates Begin/End fields on PEF</small>	<small>Enter in Monthly Salary/Annual Salary fields on PEF</small>	<small>Enter in Index #/Amt/Pct fields on PEF</small>	<small>Date(s) service/work is expected to be performed; enter in Remarks box on PEF</small>
_____/_____/_____	_____/_____/_____	_____/_____/_____	_____/_____/_____
_____/_____/_____	_____/_____/_____	_____/_____/_____	_____/_____/_____
_____/_____/_____	_____/_____/_____	_____/_____/_____	_____/_____/_____

I certify that as the EMPLOYING OFFICIAL, I have ensured that the arrangements for this service and requested payments are in compliance with University policies and procedures and that funds are available for this payment. I understand that I am responsible for notifying the Payroll Office if the above work is NOT completed as described.

Employing Official Name	Employing Official Signature	Date	Email	Phone #
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9. Before services are performed, CERTIFICATION OF COMPLIANCE WITH UNIVERSITY POLICY must be completed:

EMPLOYEE HOME DEPARTMENT: I/we certify that the services to be performed are in addition to the normal duties and responsibilities of the regular job and will be performed outside of the regular work schedule (Monday - Friday, 8:00 a.m. - 4:30 p.m.). If not outside the regular work schedule, approved annual leave for this time has been scheduled and will be taken or the work day will be extended in the following manner:

I/we have read and will comply with University Policy regarding Extra Compensation. We also understand that excess payments for extra compensation may be returned to the University through payroll deduction.

Employee Signature: _____ Date: _____ Home Department Head Signature: _____ Date: _____

10. After services are performed the signatures below are required (NOTE: not necessary for credit instruction, see ** below):

As the EMPLOYEE, I certify that the above service/work has been completed, and that it was performed during the date(s) specified in box 8:
 Employee Signature: _____ Date: _____

As the EMPLOYING OFFICIAL, I certify that service/work was provided as described above, and funds are available for payment.
 Employing Official Signature: _____ Date: _____

*Employees are limited to no more than TWO credit courses per term for extra pay, and to 15 clock hours/week or 400 clock hours per nine-month period for additional part-time work.

**Payment will be processed on the next available payroll FOLLOWING COMPLETION OF THE SERVICE/WORK provided that a PEF with this properly completed form attached is received in the Human Resource Services (HRS) office no later than the payroll deadline date of the first month in which it is expected to be paid. Credit instruction will be paid in November/December for the Fall term, March/April for the Spring term, and according to the Summer School schedule for the Summer term.