

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

INSTRUCTIONS FOR EXTRA SERVICE PAY REQUEST FORM

Compensation paid to an employee is considered "extra service pay" if it is paid for work above what is specified in the employee's contract. Extra service pay is:

1. Payment in excess of the employee's institutional base salary;
2. Paid in connection with approved "additional responsibilities/assignments;"
3. Received from external grants awarded to the employee; and
4. Paid from funds administered by the University.

Faculty and staff may earn up to 10% of their institutional base salary in extra service pay. An Extra Service Pay Request Form must be submitted.

EXTRA SERVICE PAY REQUEST FORM

Name:

Dept./Unit:

Position:

Total amount of extra service pay requested: \$

Total amount earned through extra service pay this fiscal year: \$

Explain how extra pay is justified under the extra service pay policy:

Grant account number:

Grant account name:

Current Contract Load:

Instruction:	credits	Scholarship/Research:	%	Service:	hrs
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Source of funds: Federal; Federal Pass-through; Non-Federal Sponsored Project; Other Account

The extra-service pay requested was justified in the approved project proposal: Yes No

If you checked "No," agency approval must be obtained prior to approval of extra-service pay. You must prepare a justification in accordance with the Concordia University policy "EXTRA SERVICE PAY POLICY AND PROCEDURE," and submit it to ORSP. ORSP will work with you to determine account type and try to obtain agency approval if necessary.

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APPROVALS

To the best of my knowledge, the above information is complete and accurate. The above work and salary is appropriate and funds are available in the account listed.

Principal Investigator/Co-PI _____ Date _____

In approving this request, the employee's supervisor certifies that the extra-service pay is for work that is "overload" within the context of a duty-based assignment and appropriate workload policy, and that documentation of this overload, per Concordia University policy, is maintained by the Dean/Director, Vice Provost, ORSP, and Human Resources for purposes of audit.

Chair/Program Director _____ Date _____

Dean _____ Date _____

In approving this request, ORSP certifies that extra-service pay is approved by funding agency.

Office of Research & Sponsored Programs _____ Date _____

In approving this request, the Vice Provost of Academics certifies that compensation is within scope of Concordia University policies.

VP of Faculty Affairs _____ Date _____