

# CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

## 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.

Name: \_\_\_\_\_

Dept./Unit: \_\_\_\_\_

Position: \_\_\_\_\_

Total amount of extra service pay requested: \$ \_\_\_\_\_

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

Please explain how extra service pay is justified under the CUWAA extra service pay policy:

Grant account number: \_\_\_\_\_ Grant account name: \_\_\_\_\_

**Current Contract Load:** Instruction: \_\_\_\_\_ credits Scholarship: \_\_\_\_\_ hours Service: \_\_\_\_\_ hours

The extra service pay requested has been approved by the funder/sponsor:  Yes  No

*If you checked “No,” funder/sponsor approval must be obtained prior to CUWAA approval of extra service pay. ORSP can work with you on preparing a justification and obtaining agency approval.*

**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: \_\_\_\_\_ 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 CUWAA policy, is maintained by the Dean/Director, VP of Academics, ORSP, and HR for purposes of audit.**

Chair/Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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

ORSP Director: \_\_\_\_\_ Date: \_\_\_\_\_

**In approving this request, the VP of Academics certifies that compensation is within the scope of CUWAA policies.**

VP of Academics: \_\_\_\_\_ Date: \_\_\_\_\_