

Extra Service Agreement
(ONE Extra Service Per Each Agreement.)



Date:

Nature of Action: Department Chair Lead Instructor Coordinator
 Other (Explain:)

Name: Last 4 Digits SSN#: LOLA / Banner #:

Is this extra service paid from a grant? Yes No Is this extra service paid from the same department organization as the employee's primary job? Yes No

EXTRA SERVICE DETAILS:

Campus / Site
 Division / Department
 Position Title
 Banner Position Number
 FOAPAL Account Number
 Budget Page / Item Number
 Proposed Salary
 Effective Date
 Average Hours per Week

Fund Organization Account Program			
\$ <input type="checkbox"/> Salaried <input type="checkbox"/> Hourly			
From:		To:	

PRIMARY JOB STATUS:

<input type="checkbox"/> faculty (9-month)	<input type="checkbox"/> grants faculty (9-month)	<input type="checkbox"/> unclassified
<input type="checkbox"/> faculty (12-month)	<input type="checkbox"/> grants faculty (12-month)	<input type="checkbox"/> other (requires a full explanation be attached)

Description of Extra Service:

I understand that in the event this agreement is processed following the initial pay period deadlines(s), my full agreed upon pay will be distributed across the remaining pay periods through the agreement's ending date. I understand that if I am a faculty member, I am being compensated for extra non-teaching duties performed as an overload. I understand that if I am an unclassified employee, I am being compensated for approved extra duties to be performed outside the hours worked for my primary full-time position. I also understand that I am responsible for documenting time worked in order to be paid on a timely basis.

Extra Service Employee's Signature: _____ Date: _____

- Approvals:
- 1) _____ Date _____
Supervisor/Division Dean/Executive Dean
 - 2) _____ Date _____
Assistant/Associate Vice Chancellor (if applicable)
 - 3) _____ Date _____
Appropriate Vice Chancellor
 - 5) _____ Date _____
Assistant Vice Chancellor for Human Resources

Availability of Funds	
4) _____	_____
Budget Manager Date	
6) _____	_____
Vice Chancellor for Business & Admin. Affairs Date	
Approved:	
7) _____	_____
Chancellor Date	