**Extra Compensation**

**Guidelines for Processing Request**

**05/01/2015**

Department determines there is activity that meets the guidelines for Extra Compensation, CRR 360.010 / HR 214

<http://www.umsystem.edu/ums/rules/collected_rules/personnel/ch360/360.010_extra_compensation>

<http://www.umsystem.edu/ums/rules/hrm/hr200/hr214>

Department completes Request for Extra Compensation form for requests which total $1000 or more.

<http://www.umsystem.edu/media/fa/management/records/forms/human/um273.pdf>

**ACADEMIC EMPLOYEES:**

Department Chair approves Request for Extra Compensation and forwards to the Dean.

Dean approves and returns to the Department.

Note: Both Funding and Home Departments/Campus should approve the Request, if the work is being performed for other than the Home Department/Campus.

Department completes Additional Pay Form, link below, and signs and sends with the attached/approved Request for Extra Compensation form to Human Resources for entry. (The required approvals are on the attached Request for Extra Compensation form.)

<http://www.umsystem.edu/media/fa/management/records/forms/human/um271.pdf>

**STAFF EMPLOYEES:**

Department Chair/Director approves Request for Extra Compensation and forwards to the Dean/Vice Chancellor.

Dean/Vice Chancellor approves and sends to Human Resources for approval

Human Resources approves and returns to Department.

Note: Both Funding and Home Departments/Campus should approve the Request, if the work is being performed for other than the Home Department/Campus.

Department completes Additional Pay Form, link below, and signs and sends with the attached/approved Request for Extra Compensation form to Human Resources for entry. (The required approvals are on the attached Request for Extra Compensation form.)

<http://www.umsystem.edu/media/fa/management/records/forms/human/um271.pdf>

**ACADEMIC SUMMER SESSION APPOINTMENTS-**

Academic summer session appointments DO NOT require the Request for Extra Compensation form to be completed for any amount.

The department should complete the Additional Pay Form and route for signatures to Department Chair and Dean and then to Human Resources for entry. Include information about the appointment in the comments section and attach supporting documentation/information as necessary.

**EXTRA COMPENSATION APPOINTMENTS LESS THAN $1000**

For Extra Compensation appointments less than $1000, the Request for Extra Compensation form is NOT required. The department should complete the Additional Pay Form and route for signatures to Department Chair/Director and Dean/Vice Chancellor and then to Human Resources for approval/entry. Include information about the appointment in the comments section and attach supporting documentation/information as necessary.