

Extra Compensation Form

Carbondale Campus End User Instructions

FORM -- Extra Compensation

- Use:** To authorize payment for activities approved on the Extra Compensation Form. Human Resources will enter information from this form in the AIS Human Resource Management System (HRMS) in order to make an authorized payment to a faculty or staff member.
- Access:** Obtain necessary form(s). Electronic forms are available through the e-Forms website **
- Instructions:** Complete the form using the following instructions. Complete the top of the form, Section 1, and depending on the type of activity, either Section 2, or 3. Section 2 is to be completed for a credit course activity. Section 3 is to be completed for non-instructional activity or credit-free activity.

Provost's Office Use Only Section:

Leave blank.

Employee Information Section:

- Name* Last, first, and middle name of the individual being appointed.
- Employee ID* Employee ID of the individual being appointed.
- Preparer's Mailcode* Mailcode where the form preparer receives campus mail.
- Beginning Date* Beginning date of the activity. (Date Format DD Mmm YYYY)
- Ending Date* Ending date of the activity. (Date Format DD Mmm YYYY)
- Position ID of Primary Assignment*
The unique AIS HRMS identifier for the individual's primary assignment.
- Rank, Title, or Classification (Job)*
Faculty rank or administrative title of the individual's primary assignment.
- Department (Organization)*
Name of the department where the primary assignment is held.
- Full-time Equivalent Monthly Salary*
Full-time equivalent monthly salary of the individual performing the activity.

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Section 1, Payment Request:

Types and Amounts Indicate type(s) of payment(s) to be made and the amount(s) (For A/P staff and Non-represented Faculty, see Overload Compensation Policy on the University's policy website for instructions on calculating the payment.) (For Represented Faculty engaging in Credit Activities, refer to respective collective bargaining agreements.)

- No additional compensation required
- Credit activity
- Individualized learning payment
- Credit-Free Activity
- Special payments, waivers, or conditions

Gross Amount to Be Paid Total gross salary to be paid to the appointee for the course or activity.

Payment Schedule Indicate whether the payment is to be made in a lump sum or in installments. If to be paid in a lump sum, the date of the payroll on which the payment should be made. If to be paid in installments, the desired payroll date of the first payment. The first installment is not to precede the beginning of services. The activity must be complete before the final installment or lump sum payment is made.

Account Information Section:

AIS Budget Description AIS budget description for the account the assignment is to be paid from.

AIS Fund AIS fund to be charged.

AIS Unit AIS unit to be charged.

AIS Budget Purpose AIS budget purpose to be charged.

AIS Department Activity 1 Optional, the AIS department activity 1 to be charged. If no value is provided, the default value of '00000' will be assigned.

AIS Department Activity 2 Optional, the AIS department activity 2 to be charged. If no value is provided, the default value of '00000' will be assigned.

AIS Function AIS function to be charged.

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AIS Natural Account AIS natural account to be charged.

Section 2. Credit Course Activity:

Course Number & Title Number and title of the course being offered (if applicable)
Section # Section number of the course being offered.
Semester/Year Semester/Year when the course is being offered.
Credit Hours Number of credit hours of the course being offered.
Location Location where the course or activity will be held.
Course Type Select the type of course that is being offered.
Type of Credit Indicate whether credit will be granted at the undergraduate or graduate level, or both.
Tuition Indicate whether the tuition charged will be the regular off-camps tuition or another rate.
Beginning Date Beginning date of the course. (Date format DD Mmm YYYY)
Ending Date Ending date of the course. (Date format DD Mmm YYYY)

Section 3. Non-instructional or Credit-Free activity:

Title Title of the non-instructional or credit-free activity.
Signature of Staff Member Signature of the staff member to be compensated for the activity and date signed. (Date format DD Mmm YYYY).

Administrative Approvals Section:

Funding Approvals

Chair/Fiscal Officer Signature of Chair/Fiscal Officer and date signed.
VC/Dean/Director Signature of VC/Dean/Director and date signed.
Other Administrative Approval Signature of other administrator and date signed as needed.

Unit Where Employed Approvals

Supervisor/Chair Signature of Supervisor/Chair and date signed.
Dean/Director Signature of Dean/Director and date signed.

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VC or Other Administrative Approval

Signature of any other administrator(s) whose approval is required and date signed. If applicable.

Additional Approvals

Dean of the Graduate School

Signature of Dean of the Graduate School and date signed.
Required only for credit course activity at the graduate level.

Chancellor

Signature of Chancellor and date signed. If applicable.

Provost and Vice Chancellor for Academic Affairs

Signature of Provost and Vice Chancellor for Academic Affairs and date signed.

Special Notes:

The hiring unit should make a copy of the completed form for departmental records. After all signatures have been obtained, Human Resources will forward a copy of the completed form to the staff member and to the vice chancellor for further distribution.

All dollar amounts should be entered without the currency (\$) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

Print this form, acquire the appropriate signatures, and mail it to:
Office of the Provost and Vice Chancellor for Academic Affairs,
mail code 4311.