







Staff Additional Pay Request

for work outside regular job & department

University System of New Hampshire This form is to be completed and approved by all parties **BEFORE** the work is conducted.

Employee Information				
Full Name:		USNH ID#:		
Last	First	M.,		
Home				
Department:				
Home Department Name		TS Org (6 digits)	Home Department Supervisor Name	
Hiring				
Department		TC O (C divisa)	Wide Description Conse	* A
Hiring Department Name Current		TS Org (6 digits)	Hiring Department Supervisor Name	
Information:				
Classification Title			FTE	- Hourly? Salaried?
Additional Pay Information			7.72	Troutiy. Salarica.
Additional Lay Information		Г	During employee's normal	working hours By
Proposed Dates	Propos		signing below, the employe	-
(must align with		Be Completed earned time/vacation time, per policy.		
pay periods): Begin (mm/dd/yyyy) End	d (mm/dd/yyyy)		Dutside employee's norma	
Will External Funds				
De Heed?				
res no project little		Dunnana Administration (CC	Project Director	
*If external funds are involved, this form must be signal.	gned and approved by Sponsored F	rograms Administration (SF	'A).	
OR	÷	=		
Proposed Expected	Proposed # of pay	Bi-weekly	Fund / Org	/ Account
Hourly Rate Hours/Week	Stipend periods	Payments		
Reviewed by				
Hiring Department Supervisor	Finance Division			
Hiring Supervisor Signature & Date	Hiring Department – Fin	ance Name Hir	ing Department – Finance Sigr	nature & Date
Home Department Supervisor	Hiring Unit Leadersh	nip (respective Dean, Di	irector, AVP)	
Home Supervisor Signature & Date	Hiring Department – Lea	udership Name Hir	ing Department – Leadership S	Sianature & Date
SPA (if applicable)		,	y	g
SPA Name SPA Signatu				
Approval	Accepted by			
Compensation:	Employee:			
Compensation Signature & Date	Employee Signature	& Date		

Policy Quick Facts

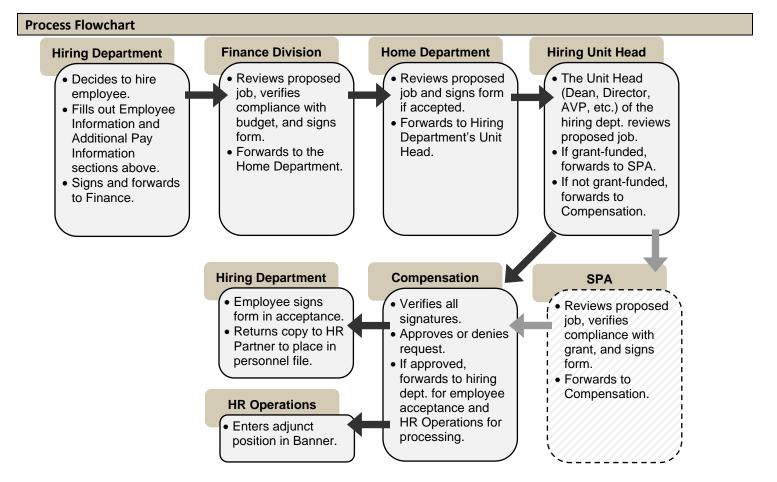
Full policy documents can be found at: https://www.unh.edu/hr/compensation

Work outside regular appointment pay compensates staff members who are designated to perform an additional job outside their home department, provided all of the following conditions are met:

- The hiring and home departments agree to the appointment the employee is being offered.
- The employee must still perform their regular duties.
- For work performed during employee's normal working hours, earned time/vacation must be used.

The following guideline applies to this type of additional pay:

- The assignment must have a beginning and ending date and must not begin before this form is completed and approved.
- The assignment is treated as an adjunct position.
- The employee must utilize UKG Dimensions to indicate hours worked.



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