

**Staff Additional Pay Request**

for work outside regular job &amp; department

**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.I.

Home

Department:

Home Department Name

TS Org (6 digits)

Home Department Supervisor Name

Hiring

Department

Hiring Department Name

TS Org (6 digits)

Hiring Department Supervisor Name

Current

Information:

Classification Title

FTE

Hourly? ☐ Salaried? ☐**Additional Pay Information**

Proposed Dates

(must align with

pay periods): Begin (mm/dd/yyyy)

End (mm/dd/yyyy)

Proposed Work Will  
Be Completed...☐During employee's normal working hours. By  
signing below, the employee agrees to use  
earned time/vacation time, per policy.☐

Outside employee's normal working hours.

Will External Funds

☐☐

Be Used?

Yes\*

No

Project Title

Project Director

\*If external funds are involved, this form must be signed and approved by Sponsored Programs Administration (SPA).

OR

Proposed  
Hourly RateExpected  
Hours/WeekProposed  
Stipend# of pay  
periodsBi-weekly  
Payments

Fund / Org / Account

**Reviewed by...****Hiring Department Supervisor****Finance Division**

Hiring Supervisor Signature &amp; Date

Hiring Department – Finance Name

Hiring Department – Finance Signature &amp; Date

**Home Department Supervisor****Hiring Unit Leadership (respective Dean, Director, AVP)**

Home Supervisor Signature &amp; Date

Hiring Department – Leadership Name

Hiring Department – Leadership Signature &amp; Date

**SPA (if applicable)**

SPA Name

SPA Signature &amp; Date

**Approval****Compensation:**

Compensation Signature &amp; Date

**Accepted by****Employee:**

Employee Signature &amp; 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.

## Process Flowchart

