## **Middle Tennessee State University Authorization for Payment of Extra Compensation**

Attach form to Payroll Event Form (PEF) upon completion of assignment

Note: Use for positions ending in 750 (faculty extra compensation/instructional overload) or 730 (administrative extra compensation) only

1.	M 2					
	Banner ID (M Number)	Last Name	First Name	Middle Name	Prefix	Suffix
3.			4,			
	Employee's Home Department Rank/Title					
5.	Describe service/work to be performed (please be specific)					
	,		,			
6.	Calculation used to determ	mine total pay:				
<b>8</b> .	Employee Class and Type of Service/Work to be Performed (enter "x" in appropriate fields for faculty or administrator/staff):					
		E-Class:F9FA		E-Class:ADAE _	CL	
	9-Montl	h (F9) or 12-Month (FA) Facu	ılty	12-Month Administrato	r/Staff	
	Academic o	or Fiscal Year Extra Compens	ation	Fiscal Year Extra Compe	nsation	
	Credit Instruction (Ex	xcess above 15 hour load)*	Credit Ir	nstruction*		
	Sponsored Instruction	•	Sponsor	ed Instruction		
	Sponsored Research		<del></del> •	red Research		
	Sponsored Service		Sponsor	ed Service		
	Consulting Service		<del></del> ·	ng Service		
	Dual Service Contrac	t		vice Contract		
	Other		Other			
	Expected Payroll Dates** First/last days of month only, ex.: 1/1/xxxx and 1/31/xxxx; enter in Payroll Dates Begin/End fields on PEF    Monthly Salary/Annual Salary fields on PEF					
	Employing Official Name	Employing Offic	ial Signature	Date Email	Ph	one#
9.	Before services are performed, CERTIFICATION OF COMPLIANCE WITH UNIVERSITY POLICY must be completed:  EMPLOYEE HOME DEPARTMENT: I/we certify that the services to be performed are in addition to the normal duties and responsibilities of the regular job and will be performed outside of the regular work schedule (Monday - Friday, 8:00 a.m 4:30 p.m.). If not outside the regular work schedule approved annual leave for this time has been scheduled and will be taken or the work day will be extended in the following manner:					
	I/we have read and will comply with University Policy regarding Extra Compensation. We also understand that excess payments for extra compensation may be returned to the University through payroll deduction.    Employee Signature: Date:					
10						
10.	After services are performed the signatures below are required (NOTE: not necessary for credit instruction, see ** below):					
	As the EMPLOYEE, I certify that the above service/work has been completed, and that it was performed during the date(s) specified in box 8.:  Employee Signature:					
	As the EMPLOYING OFFICIAL, I certify that service/work was provided as described above, and funds are available for payment.					
	Employing Official Signature: Date:					
	*Employees are limited to no m	nore than TWO credit courses per	term for extra pay, and to 15 clock hours/w	reek or 400 clock hours per nine-month	period for additional part-	-time

work. Payment for credit instruction is contingent upon final workload instructional totals.

<sup>\*\*</sup>Payment will be processed on the next available payroll FOLLOWING COMPLETION OF THE SERVICE/WORK provided that a PEF with this properly completed form attached is received in the Human Resource Services (HRS) office no later than the payroll deadline date of the first month in which it is expected to be paid. Credit instruction will be paid in November/December for the Fall term, March/April for the Spring term, and according to the Summer School schedule for the Summer term.