

White Human Resources
Green Position Control
Canary President's Office
Pink Department Head / Project Director
Golden Rod Payroll



MISSISSIPPI VALLEY STATE UNIVERSITY
Office of Sponsored Programs
Authorization for Additional Compensation Services

"Additional Compensation" means a payment in addition to the base appointment salary for work that is clearly in addition to regularly assigned duties and that must be performed outside of normal working hours or during vacation or compensatory time, as appropriate.

This form must be in the Office of Sponsored Programs 7 business days prior to the date services begin.

SECTION I

Employee Name: _____ Employee ID: _____

Employee's Primary Department: _____

Employee's Appointment Period (**check one**): ___ 12 month ___ 9 month ___ Other: _____

Requesting approval to provide services for the Department of: _____

These services will consist of:

These services will begin on: _____ and end on: _____

Employee Signature

Employee's Primary Supervisor Signature

SECTION II

I certify that funds are available to encumber this expenditure and that actual compensation may not exceed the approved estimate.

Total Amount to be charged: _____

Account Name: _____ Banner Org. Number: _____

Project Director

Date

Sponsored Programs/Title III Director

Date

SECTION III

Executive Staff/VP

Date

VP for Business and Finance
(Refer to Approval Limit Schedule)

Date

Human Resources

Date

President
(Refer to Approval Limit Schedule)

Date