

SUPPLEMENTAL TASK PAYMENT FORM

Complete the Supplemental Task Payment Form and forward it through administrative channels to the Office of Human Resources prior to the employee performing the additional task. The request will not be considered without all required signatures on the form. Once this form is approved, the employee may perform the supplemental task. A Manager Self-Serve MSS PTF must be submitted and processed for payment of the supplemental task payment.

I. EMPLOYEE INFORMATION

Name:

Regular Department:

Department Requesting Service:

Payment Amount: \$

Account Number to be charged:

Employee Type:

Regular Title:

Beginning Date of Supplemental Work:

Ending Date of Supplemental Work:

II. DESCRIBE SERVICES TO BE DONE (For courses, specify prefix, number, section, title, and instructional method):

Manner in which supplemental tasks will relate to full-time position:

Task will be performed within regular working hours.

Describe how regular hours will be made up or reported (e.g., taken as vacation, lunch hours, etc.):

Tasks will be performed outside of regular working hours.

Explain how work will be performed outside of regular work hours (e.g., evenings, weekends, etc.):

Please check which of the following applies to the requested supplemental task assignment:

A The supplemental work is within the employee's regular job description and will be paid within the same pay range of the employee's regular job, but is performed for a department other than the employee's regular department and beyond the employee's normal hours.

B The supplemental work is a specific type that is separate and distinct from the duties and responsibilities of the employee's regular job description. The pay rate will be within the range of the assigned pay grade of the job classification that encompasses the supplemental work or at a pay rate approved by the Office of Human Resources.

C The supplemental work is teaching or preparing materials for a special interest course which is offered without academic credit. The rate of compensation shall be based on the type of supplemental activity performed.

D The supplemental work is teaching or preparing materials for an academic course which will generate student credit hours. The task payment will be based on the normal compensation provided for the type of work rendered and must be approved by Academic Affairs.

III. COMPLETE FOR NON-EXEMPT EMPLOYEES (Skip to Section IV for exempt employees.)

Test for determining if non-exempt employees should be paid overtime pay instead of a supplemental task payment:

1. Non-exempt employee will be performing work within their same occupational category.
2. The employee's knowledge, skills and abilities gained from working in his/her regular assignment is the reason for their selection for the additional assignment, regardless of whether they usually perform those specific functions performed in the additional assignment.

IV. ADMINISTRATIVE SIGNATURES:

I have read the above and the applicable TWU Supplemental Task Payment Policy and agree that all conditions have been met and the employee qualified for supplemental pay. Once approved, an approved copy will be returned to the requesting department.

Employee Signature

Requesting (Hiring) Department Head Signature

Employee Supervisor Signature

Requesting (Hiring) Dean Signature (for academic dept)

Manager, Academic Resources Signature (for academic dept)

Requesting Vice President Signature

Research & Sponsored Programs Signature (grants only)

Human Resources (Reviewer)

V. FINANCE & ADMINISTRATION:

Vice President Finance & Administration Signature

Forward to Human Resources after all applicable signatures are obtained.