

# TEXAS TECH UNIVERSITY

## REQUEST TO PERMIT EXEMPT EMPLOYEE TO EARN ADDITIONAL COMPENSATION

(The *Additional Compensation Payment Authorization* form must be completed and forwarded to Payroll Services after the work has been completed)

All work time for which an exempt employee is to receive additional compensation, as provided in OP 70.16, must be approved prior to work commencing.

R Number \_\_\_\_\_ Name \_\_\_\_\_

Home Department \_\_\_\_\_ Position \_\_\_\_\_ CHECK ONE:  Faculty  Exempt

Period of Work: From \_\_\_\_\_ am or pm \_\_\_\_\_ Through \_\_\_\_\_ am or pm \_\_\_\_\_  
(Time) (Date) (Time) (Date)

Approximate Total Hours: \_\_\_\_\_ Estimated Additional Compensation: \$ \_\_\_\_\_

1. The employee will perform the following specific duties:
2. How does this work relate to the overall objectives of the employing department?
3. Explain why the proposed work cannot be performed under this employee's existing job description or by other staff member(s) within the department:
4. Explain any other pertinent information that would help justify this approval:

### HOME DEPARTMENT APPROVAL:

\_\_\_\_\_  
Administrative Head/Department Chair Date

### EMPLOYING DEPARTMENT:

Charge Account # \_\_\_\_\_ Account Name \_\_\_\_\_  
Account Manager Signature \_\_\_\_\_ Date \_\_\_\_\_ Department \_\_\_\_\_  
Department Contact \_\_\_\_\_ Phone \_\_\_\_\_ Mail Stop (For Return of Approved Form) \_\_\_\_\_

**RECOMMENDED FOR APPROVAL:** If this request is not approved by any of the following, indicate, "denied" on the appropriate signature line and return this form to the Account Manager.

### APPROVALS: (Required)

### ADDITIONAL APPROVALS: (If Required)

Next Level Management \_\_\_\_\_ Date \_\_\_\_\_ Vice President for Research (For Funds 1300 – 1502) \_\_\_\_\_ Date \_\_\_\_\_  
Provost or Vice President \_\_\_\_\_ Date \_\_\_\_\_ Graduate School (If Applicable) \_\_\_\_\_ Date \_\_\_\_\_

### MAIL TO OP COMPLIANCE REVIEWER:

- » FOR STAFF: HUMAN RESOURCE SERVICES MS 1093
- » FOR FACULTY: PROVOST OFFICE MS 2019

\_\_\_\_\_  
OP Compliance Reviewer Date

# INSTRUCTIONS

## PRIOR TO WORK COMMENCING

- Employing Department – completes the Request to Permit Exempt Employee to Earn Additional Compensation form down through item 4.
- Employee (performing the work) – secures Home Department Approval.

**NOTE:** If the employing department and home department are the same then this line may be left blank. (Applicable to Faculty Only)

- Employing Department – completes the funding section under “Employing Department: and routes the form to the Account Manager’s Next Level of Management and Vice President or Provost for approval.

**NOTE:** Payments to employees from sponsored project accounts (funds 1300-1502) will also require the approval of the Vice President for Research, and payments to graduate students will also require the approval of the Graduate School.

- Employing Department – submits the approved form to Human Resource Services (or in the case of Faculty, the Office of the Provost) for compliance review.
- Human Resource Services/Office of the Provost – returns approved form to the employing department’s contact person.

## UPON COMPLETION OF WORK

- Employing Department –
  - Completes and *Additional Compensation Payment Authorization* form
  - Attaches the approved *Request to Permit Exempt Employee to Earn Additional Compensation* form, and
  - Submits both forms to Payroll Services for processing