

The University of Tennessee at Chattanooga

Extra Service Pay Authorization Form

Human Resources Policy [HR0472](#) provides for extra service pay as compensation to an exempt staff or 12-month faculty member for work that is not part of his or her regular job duties. It is the joint responsibility of the employee and his/her immediate supervisor to ensure that additional services will not detract from the performance of the employee's assigned responsibilities. Completion of this form is required prior to initiation of extra service work assignment (or as soon thereafter as possible) by employee, the employee's regular supervisor (home dept. supervisor), and an appropriate supervisor in the department requesting the extra service (extra service dept.).

Employee Name	<input type="text"/>	Date	<input type="text"/>
Personnel #	<input type="text"/>	Position Title	<input type="text"/>
Home Department	<input type="text"/>	Home Dept. Supv.	<input type="text"/>
Extra Service Dept.	<input type="text"/>	Extra Service Dept. Supv.	<input type="text"/>

Duties outside regular job to be performed (brief description):

Additional pay to be received:

Amount above will be received as: Onetime payment: Recurring monthly payment:

From To (Dates of Service).

Duties will be performed:

- Outside of the employee's regular work schedule as established by mutual agreement between employee and supervisor.
- During the employee's regular work schedule when the employee is on annual leave.

Employee's Signature:	<input type="text"/>	Date	<input type="text"/>
Home Dept. Signature:	<input type="text"/>	Date	<input type="text"/>
Extra Serv. Dept. Signature:	<input type="text"/>	Date	<input type="text"/>

Please submit completed form to the UTC Office of Human Resources, Dept. 3603.

IRIS e-form (ADL, OTL, or Recurring Pay) must be completed to implement Extra Service Payment.