

# THE CITADEL REQUEST FOR ADDITIONAL PAY OR COMPENSATION

## I. REQUESTING DEPARTMENT

Employee Status:      Covered Citadel Employee      Adjunct      Other: \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Position Number: \_\_\_\_\_

Department: \_\_\_\_\_ Account To Be Charged: \_\_\_\_\_

Type of Pay:	Dates of Service:
<input type="checkbox"/> Summer Session I (Day)      Course Name: _____	_____
<input type="checkbox"/> Summer Session I (Evening)      Course Name: _____	_____
<input type="checkbox"/> Summer Session II (Day)      Course Name: _____	_____
<input type="checkbox"/> Summer Session II (Evening)      Course Name: _____	_____
<input type="checkbox"/> Maymester      Course Name: _____	_____
<input type="checkbox"/> Fall Term (Adjunct Only)      Course Name: _____	_____
<input type="checkbox"/> Spring Term (Adjunct Only)      Course Name: _____	_____
<input type="checkbox"/> Award      Course Name: _____	_____
<input type="checkbox"/> Other:      Course Name: _____	_____

Proposed Salary: _____	Method of Payment: <input type="checkbox"/> Lump Sum      Effective Date to be Paid: _____ <input type="checkbox"/> Installments      # of Installments: _____      Date of 1 <sup>st</sup> Installment: _____
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\_\_\_\_\_  
Authorized Signature      Date

## II. FINANCE DEPARTMENT

Approved Funding of \$ \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
VP Finance or Budget Director      Date

## III. HUMAN RESOURCES

Approved Salary of \$ \_\_\_\_\_

<u>TIME INPUT PROCESS</u>	<u>ASSIGNMENT PROCESS</u>
Active Assignment No.      _____	Job Code:      _____      Earning Code:      _____
Earning Code:      _____	Assignment Begin:      _____      Assignment End:      _____
Effective Date of Payment:      _____	Salary Schedule:      _____      Salary Rate:      _____
	Annual Salary:      _____

\_\_\_\_\_  
Human Resources Manager      Date

\_\_\_\_\_  
Employment Specialist      Date