|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Empl ID |  |
|  |
| For those with visa status, the terms of the visa may not permit a change or may require government approval before the change may be made. Please check one of the following: [ ]  F1/OPT, [ ]  J-1, [ ]  H-1B, [ ]  O-1, [ ]  TN, [ ]  Other, [ ]  Not applicable. |
| Current supervisor’s name |  |
| Current Dept ID (OPR) |  | Dept Name: |  |
| ***Additional Project*** |
| (Type detailed project objective here) |
| Project begin date |  | End date |  |
| ***Project Duties***  |
| (Type project duties here) |
| Proposed compensation for project | $ | [ ]  per pay period; *or* [ ]  one time |
| **[ ]  Additional project work will not interfere with normal work schedule** |
|  |
| Project Department Name |  | Dept ID (OPR) |  |
| Project Supervisor Name |  | Title |  |
| Project funding source(s)  |  |
| Management Center Budget Contact Name |  |
| Mgmt Ctr Approval signature |  | **Date:** |  |
|  |
|  |
| **For Human Resources Use** |
|  |
| **Approver** |  | **Date** |  | **Amount** | $ |

*Comments*

PROCEDURE

1. The department must submit an additional project (interim assignment) request to the Department of Human Resources (304 Crawford Hall, LC7047) for approval ***prior*** to the scheduled work (assignment). The request should include the employee's name, current supervisor and department, the proposed project and duties, project manager, and proposed payment amount.
2. Human Resources (HR) will review the project and appropriate pay methods within the federal wage and hour law. HR will work with the department to establish an approved payment plan. The documentation will be placed in the employee's personnel file in HR.
3. It is the employee’s responsibility to discuss the additional work with the current supervisor and ensure that it does not interfere with their regular, primary job.
4. The employee may begin work once the approvals and consent are confirmed in HR.
5. The department will submit a payment request in HCM per the approved payment plan.
6. From the HCM payment requests, HR will review the employee's personnel file to verify and approve the payment.