

Request for Additional Compensation (Overload) Form – Staff

- **This form is to be used when requesting extra compensation (overload) for non-faculty employees of Drake University. Faculty overload and non-employee payments may be requested by using the Request for Direct Pay form.**
- **All requests for extra compensation for non-faculty employees of Drake University must be made in writing at least five (5) business days before the work begins.**

Pay To _____ Banner ID# _____

Requesting Department _____ Requesting Date _____

Date(s) Work is to Be Performed _____

DESCRIPTION OF ACTIVITY

Describe the work to be performed and how it complies with each of the following criteria: (a) work is clearly beyond the scope of the primary employment duties and, in most cases, requires a higher level of work and/or responsibility. The work is not a reasonable extension of regular job duties; (b) the additional work will not compromise or adversely affect the performance of services covered by the recipient's regular assignment; (c) the additional work and duties are limited in duration and will not become a regular part of the recipient's job duties; (d) the work is not associated with the teaching of a degree course during the recipient's regular workday.

ACCOUNT NAME	Fund	Orgn	Acct	Prog	Actv	Locn	AMOUNT

Date Needed _____ **Date Received by Payroll** _____

APPROVAL (Each level indicated below is required for approval.)

Unit/Departmental Authorized Signature Date

VP or Dean, if applicable, otherwise head of organizational unit Date

Provost (if academic unit) or Director, Human Resources (if non-academic unit) Date

Send to Payroll Upon Completion