

## Guidelines for Requesting Extra Compensation for an Employee

As allowed under University System of Georgia policy, extra compensation can be paid for tasks performed after normal business hours for duties **not** included in the employee's normal job responsibilities, providing the following three criteria are met:

- Tasks must be outside of employee's regular department.
- CSU Employee Extra Compensation Form must be completed and signed by appropriate department heads.
- Employee must meet at least one of criteria: Chaplain, Fireman, Dentist, Registered Nurse...Teacher/Instructor of evening or night course or program; Professional holding doctoral or master degree, part-time employee

An employee meeting **all three criteria** above may be paid extra compensation for a task for another department during normal job hours if the task is **not** part of the employee's normal job responsibilities and the employee takes annual leave for the portion of time used for the task.

*[Important Note: Albeit the proposed request may meet all of the above criteria, the request shall be reviewed for its efficacy, appropriateness, and/or whether the work may be accomplished or performed without the use of extra compensation.]*

Extra compensation for Clayton State employees must be initiated by the unit manager responsible for supervising the qualifying task. If the requested work to be performed involves the employee's use of annual leave to perform the work during normal working hours, the employee's current supervisor (supervisor/department of record) must concur with the employee being away to perform the requested work. The employee's current supervisor may sign the form as Additional Unit Head. Using the University's Employee Extra Compensation Form found on the Payroll forms website <http://www.clayton.edu/payroll/Forms>):

1. Complete all employee, departmental and accounting information.
2. Check the appropriate boxes to certify the USG policy criteria that apply to the request.
3. Complete the Employee Occupational and On-campus Activities section including beginning and end dates, frequency, total time commitment, dates (if any) that employees will be away from primary/regular duties, and a complete activity description and justification.
4. The Employee Extra Compensation Form must be signed by the employee and fully approved **before** the employee can be authorized to begin work.
5. Once approved by the employee's supervisor, originating unit head, and appropriate VP, the Form is submitted to the Chief Human Resources Officer for final review and routing.

Refer to the CSU Payroll Calendar for reporting deadlines to allow sufficient time for processing approvals. <http://www.clayton.edu/Portals/36/docs/2017-Payroll-Calendar.pdf>