

(4) How will services to be performed (for which additional pay is requested) differ from the employee's normal description and responsibilities?

(5) Additional responsibilities will be performed (check one):

___ Outside employer's normal working hours (explain):

___ During employee's normal working hours (check one):

Vacation/Earned Time will be used _____

Leave without pay will be used _____

Administrative stipend _____

Other arrangements will be made _____ (explain)

(6) Signatures required:

Hiring Department

Supervisor's Signature: _____

Date: _____

Typed/Printed Name: _____

Phone: _____

Employees Signature: _____

Date: _____

Home Department (if different from hiring department)

Supervisor's Signature: _____

Date: _____

Typed/Printed Name: _____

Phone: _____

Human Resources

HR's Signature: _____

Date: _____

Typed/Printed Name: _____

Phone: _____

Office of the Provost (If externally sponsored agreement is to be charged)

Provost's Signature: _____

Date: _____

**PLEASE ATTACH CSSA/CHASE FORM AND
FORWARD COMPLETED FORMS TO HUMAN RESOURCES**