Additional Workload Tracking Form (Job Code 2403)

Note: The Special Consultant form with job code 4660 is no longer in use. This form is for the purpose of tracking additional workload requests in the CLASS office only. Requests for overload pay are still reviewed by the Dean and Provost, and must be authorized by Human Resources before work begins.

Instructions:
Regular faculty and lecturers with a 1.0 time-base who qualify for overload pay (see 125% rule, CBA 36.5) should complete this form and return it to MB 1511.

NAME: ___________________________   EMPLID: ___________________________

DEPARTMENT: ______________________   POSITION: _________________________

DATESubmitted: _________________   TERM(s) SERVICE IS TO BE CONDUCTED:

                        Fall    Spring    Summer

SPECIFIC DATE(S) OF SERVICE: ___________   WTU EQUIVALENT: ________________

FUNDING SOURCE: ______________________   AMOUNT: ________________________

DESCRIPTION OF THE SERVICE:

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________________________________________________________________________

CONFIRMED BY: __________________   REVIEWED FOR SUBMISSION TO PROVOST OFFICE

_______________________________   _________________________________
DEPARTMENT CHAIR               CLASS ASSOCIATE DEAN PAT JENNINGS