



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: _____

DATE SUBMITTED: _____

TERM(S) SERVICE IS TO BE CONDUCTED:

Fall Spring Summer

SPECIFIC DATE(S) OF SERVICE: _____

WTU EQUIVALENT: _____

FUNDING SOURCE: _____

AMOUNT: _____

DESCRIPTION OF THE SERVICE:

CONFIRMED BY:

REVIEWED FOR SUBMISSION TO PROVOST OFFICE

DEPARTMENT CHAIR

CLASS ASSOCIATE DEAN PAT JENNINGS