

# Request for Supplemental Assignment

### Employee Information:

<b>Name:</b>	
<b>Employee ID:</b>	
<b>Current Position Title:</b>	
<b>Current Supervisor:</b>	

Name of employee performing the additional assignment  
 If not known, HR will complete.  
 Employee's current title.  
 Employee's Current Supervisor

### Current Position Classification (check all that apply):

<input type="checkbox"/> 12-month	<input type="checkbox"/> 10-month (academic year)	<input type="checkbox"/> Temporary
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Other
<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt	

### Assignment Information:

<b>Assignment Title:</b>	
<b>Assignment Description:</b>	
<b>Assignment Supervisor:</b>	

Supplemental Title  
 Brief duty description  
 Supervisor in charge, will also sign the supplemental timesheet?

<b>Start Date:</b>	<b>End Date:</b>	<b>Assignment Pay Rate*:</b>
		\$ _____ ___ Hourly ___ Other _____ Not to exceed _____

Enter start and end dates.

Specify pay rate, including hourly or flat rate details, and any maximum hours or \$.

\*Hourly employees must be paid overtime for hours actually worked over 40 per week.

### Accounting Information:

Budget responsible for the supplemental work.

			000	00	9999
<small>Fund Detail 0000-00-0000</small>	<small>Expenditure Detail 0000-0000</small>	<small>IMSA Organizational Unit 00-000-0000</small>	<small>Activity/Special 000</small>	<small>Lapse Period 00</small>	<small>Fiscal Year 0000</small>

Will this assignment conflict with primary assignment, either in time or task?	
Will this assignment result in payment of overtime?	

Supplemental work should not interfere with the employee's normal work duties/schedule.

Enter the name and title of the supplemental assignment supervisor.

Enter the name and title of the supplemental assignment department's Cabinet member.

	Date: _____
	Date: _____
Brien Martin Interim Director of Business/Finance Operations	Date: _____
Nashwa Mekky Chief People, Equity and Culture Officer	Date: _____