

INSTRUCTIONS FOR EXTRA COMPENSATION REQUEST FORM

Compensation paid to an employee is considered "extra compensation" if it is paid for services rendered above the contracted percent of time designated in the contract. Extra compensation is:

- 1) Payment in excess of the employee's annual salary;
- 2) Paid in connection with approved "additional responsibilities/assignments"; and
- 3) Paid from funds administered by the University, typically through a grant.

Faculty may earn up to 10% of their annual salary in Extra Compensation. An Extra- Compensation Form must be prepared and submitted for such extra compensation.

REQUEST FOR EXTRA COMPENSATION

1. Name: _____ Dept./Unit: _____
2. Position: _____
3. Total amount of compensation requested: \$ _____
4. Total extra-compensation (excluding all funds paid through Concordia University, Inc.) received through extra compensation this fiscal year: \$ _____

Explain how compensation is justified under the current Extra Compensation policy:

5. Grant account number: _____ Grant account name: _____
6. Source of funds: Federal; Federal Pass-through; Non-Federal Sponsored Project; Other Account
Continue to Item 9 if Federal or Federal Pass-through. If you are unsure, call OSP at x1357.
7. The extra-contractual compensation requested was justified in the approved project proposal: Yes No
If you checked "No," agency approval must be obtained prior to approval of extra-contractual compensation. You must prepare a justification in accordance with the Concordia University, Inc. policy "EXTRA COMPENSATION POLICY AND PROCEDURE," and submit it to OSP. OSP will work with you to determine account type and try to obtain agency approval if necessary.

APPROVALS

To the best of my knowledge all the above information is complete and accurate. The above work and salary is appropriate and funds are available in the account listed.

(1) Principal Investigator _____ Date _____

In approving this request, the employee's supervisor certifies that the extra-compensation is for work that is "overload" within the context of a duty-based assignment and appropriate workload policy, and that documentation of this overload, per Concordia University policy, is maintained by the Dean/Dir./VP/OSP for purposes of audit.

(2) Chair/Supervisor _____ Date _____

(3) Dean/Dir./VP _____ Date _____

In approving this request, OSP certifies that extra-compensation is approved by funding agent.

(4) Office of Sponsored Programs _____ Date _____

In approving this request, the Vice President of Academics certifies that compensation is within scope of Concordia University policies.

(6) VP of Academics _____ Date _____