## Request for Additional Compensation

The Request for Additional Compensation form is used to request that payment be made when an employee has completed the services as indicated on the Request for Dual Employment. In cases where work is conducted over a long period of time (six months to a year) requests can be made for partial payments.

The director of the grant initiates the Request for Additional Compensation process when he/she determines that the employee has either completed the project or in the case of a long term project has made substantial progress on the project.

The grant director completes items one through ten:

- 1. The employee's title.
- 2. The cost center number assigned to the grant. Cost centers are assigned when final grant approval has been received from the funding organization.
- 3. Employee's name.
- 4. Time period or date for which compensation is requested.
- 5. The amount of compensation requested and bargaining unit.
- 6. Check applicable line for state paid benefits.
- 7. Briefly describe activities in which the employee was involved. Attach memo from employee indicating that work has been completed or a brochure/program/outline with employee's program content.
- 8. Employee's signature. Note that the signature certifies that the reported dates and times of employment are accurate and true.
- 9. Grant director's signature.
- 10. Employee's dean's signature.

The grant director should forward the form to the Grant Accounting office in Old Main 112. It will then be forwarded from there for final signatures and processing.