



INSTRUCTIONS FOR EXTRA SERVICE PAY REQUEST FORM

Compensation paid to an _____ service pay _____ paid for work above what is specified in the _____ contract. Extra service pay is:

1. Payment in excess _____ institutional base salary;
2. P _____
3. Received from external grants awarded to the employee; and
4. Paid from funds administered by the University.

Faculty and staff may earn up to 10% of their institutional base salary in extra service pay. An Extra Service Pay Request Form must be submitted.

