

REQUEST FOR AN ADDITIONAL SERVICE ASSIGNMENT

(Academic Staff, Staff Association and P&A employees)

All additional service assignments and one-time payments must be approved **in advance** by the Dean's Office. The assignment should not begin until you have received this form back from the Dean's Office with all of the required signatures. Additional service assignments are to pay employees for working overtime and in cases when it can't be recorded on a timesheet due to his/ her classification, where the employee's work schedule cannot feasibly be changed/modified to accommodate the additional workload (i.e. cannot take a Friday off to work a Saturday event), or to compensate an employee for doing additional work that is above his/her classification.

Is this a new assignment or a continuation/re-application? Please check appropriate box below.

New

Continuation/Re-application

Description of services to be provided (*be specific*):

Location of where the services will be provided:

Date(s) and time(s) of service:

By signing below, I acknowledge that this additional service assignment cannot be performed during normal WSU working hours (i.e. 8:30 a.m. – 5:00 p.m.) including lunch periods, vacation, any purpose days, etc., and that the information above is complete and accurate to the best of my knowledge.

Employee

Date

Chair/Director

Date

Approved:

Joe Kieleszewski, Director Business Affairs, Dean's Office

Date