

SAS Staff Additional Pay Pre-Approval for Extra Services Request

This is a pre-approval request for additional pay for extra services performed outside the scope of the SAS staff member's job classification. **Prior to the onset of work**, the form is to be completed jointly by the Requester initiating the request for extra services and by the SAS staff member who will perform the service. If the Requester is employed outside of SAS, it is the responsibility of the SAS staff member who is to perform the service to ensure that the form is completed and submitted properly.

The completed form (with approvals from Requester, SAS staff member's current supervisor and SAS Regional Business Office) is to be submitted to SAS Human Resources (Sean Kirwin, kirwin@sas.upenn.edu ext. 8-8226) for review **at least 10 days prior to the work being performed.**

Note: There is a risk that payment will not be approved if the form is not submitted prior to the work/activity being performed.

If extra services are performed during regular working hours, the staff member must take PTO time from his/her regular job or forego additional compensation. Exceptions to this must be approved by the SAS HR Director. (To request an exception please attach the reason for the exception to this form.) SAS Human Resources will forward the pre-approval request form with the final decision to the Requester. If approved, the Requester is permitted to hire the SAS staff member to perform the necessary extra services. Following the completion of the extra services, please include the approved pre-approval form as documentation when submitting into Workday the actual additional pay request for payment.

Requester Hiring Additional Services Name: _____	
Email: _____	Date Request Submitted: _____
SAS Staff Member Name: _____ Title: _____	
SAS Staff Member Penn ID: _____	
Home Dept.: _____	Dept. Chair/Director: _____
Paying School: _____ Paying Dept.: _____	
Paying Dept. Business Office Contact Name & Phone: _____	

Please describe the extra services being performed that require extra pay. (Attach a sheet if necessary).

Will this work be performed during the employee's regular work hours? Yes ___ No ___

If no, please describe when the work will be performed.

Dates, Times and Location of activity:

Compensation Amount: (Please describe how the amount was determined)

Account to charge for extra services: _____

Signature Approvals:

Requester of Services: _____ Date _____

SAS Staff Member's Current Supervisor: _____ Date _____

SAS Regional Business Office: _____ Date _____

SAS Human Resources: _____ Date _____