

Overcompensation/Service in Excess

Approvals must be granted prior to services being provided.

Less than or equal to \$500.00

Greater than \$500.00

Any request less than or equal to \$500 (per Academic year) must have College approval signature's on the Overcompensation form.

- Academic Professional/Post Doc employees - attach the signed Overcompensation form to the HR Front End transaction.
- Civil Service employees - Colleges must email the signed Overcompensation form to uichrscivilservice@uillinois.edu and it will be processed centrally in the UIC HR Service Center.

Any requests greater than \$500, should be emailed to Compensation overcomp@uillinois.edu for approval.

- Academic Professional/Post Doc employees - attach the signed overcompensation form to the HR Front End transaction.
- Civil Service employees - the Overcompensation form will be mailed by the UIC HR Compensation to the College and forwarded to the UIC HR Service Center to be processed centrally.

Faculty Overcompensation/Service in Excess Request can be found on the website of the Office of the Vice Chancellor for Academic Affairs and Provost (http://www.uic.edu/depts/oa/policies_proced.html) under Section FPP 1000 Form C

Academic Professional /Post Doc (AP/PD Full-Time) Civil Service (CS Full-Time)

This form is not required for: Graduate Assistantships (GA) and Residents (RA). Please process the requests in the HR Front End.

Overcompensation/Service in Excess (less than 12 months) Stipend (+12 months to 3 years)

Employee Information

Employee Name UIN

Employee Home Department Name Primary Position Title

Department Requesting

Requestor of Service Dept. Requesting Service

Requestor Telephone Job Title for Services Provided

Requestor Email Position Number/Suffix

Chart of Account	Fund	Org	Account	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Begin Date End Date

Pay Frequency: Lump Sum Semester Pay Cycle (Monthly or Bi-Weekly) Amount Paid

DESCRIPTION OF DUTIES PERFORMED - In a separate WORD document indicate specific reasons for requiring this full-time employee to provide the additional services. Include the employee's name and UIN at the top of the page.

Also attach a copy of their primary job description,justificationand any other documents if necessary,including additional FOAPAL's to this request.

Approvals

Employee Signature Date

Employee Home Dept. Approval (Signature) Date Employee's Home College Approval (Signature) Date
(Print Name)

Requesting Dept. Approval (Signature) Date Requesting College Approval (Signature) Date
(Print Name) (If different from Home Department) (Print name) (If different from Home College)

Payments over \$500.00/Employee/Year require approval for the UIC Compensation office.

Compensation will notify the Person Requesting Service as well as the Human Resource Service Center via email of approvals.

OVERCOMPENSATION/SERVICE IN EXCESS

Step by Step

- 1) Select Employee Group:
 - a. Academic Professional/ Post Doc
 - b. Civil Service
 - c. Faculty Overcompensation/Service in Excess Request form can be found on the website of the Office of the Vice Chancellor for Academic Affairs and Provost (http://www.uic.edu/depts/oa/policies_proceed.html) under Section FPP 1000 Form Clink provided to process the request.
- 2) Select Type:
 - a. Overcompensation/Service in Excess (less than 12 months) or
 - b. Stipend (+12 months to 3 years)
- 3) Complete all fields In the Employee Information Section:
 - a. Enter Employee's name
 - b. Enter Nine digit University Identification Number (UIN)
 - c. Enter Home Department
 - d. Enter Primary Job title
- 4) Complete all fields In the Department Requesting Section:
 - a. Enter Requestor of Service - this is the name of the person requesting the service
 - b. Department Requesting Service
 - c. Requestor Telephone number
 - d. Job Title of Services the Employee will be providing for the Overcompensation/Excess in Service or Stipend (*AP/Post Doc Only*)
 - e. Requesting email address
 - f. Position Number/Suffix -
 - * Same Responsibilities = Primary Position Number and 01 Suffix (*AP/Post Doc Only*)
 - * Different (Job Title, Org, Responsibilities) = New Position Number and Suffix (*AP/Post Doc Only*)
 - g. Enter the Chart of Account - Chicago Campus = 2. Enter Fund code, Organizational code, Account code and Program code. This is the account string in which the employee will be paid. If additional funding is requested, please add in comments or attach a document to the form.
 - h. Enter Begin Date of the Overcompensation/Service in Excess or Stipend (Dates might change to coordinate with pay periods)
 - i. Enter End Date of the Overcompensation/Service in Excess or Stipend (Dates might change to coordinate with pay periods)
 - j. Select Pay Frequency:
 - * Lump Sum
 - * Semester
 - * Pay Cycle (Monthly or BiWeekly)
 - k. Enter Amount Paid per Pay Period
 - l. Comment section - Enter duties or any specific reasons for this employee to provide the services. Please attach any other documents if necessary to justify the services as well as including any additional FOAPAL's.

5) Approval

Less than or equal to \$500.00

Approval Section:
Approval of the Home Department or Home College is necessary. If Employee is working in another Unit/College then both the Home Department, Home College as well as the Requesting Department and College approvals are necessary

Greater than \$500.00

Approval Section:
Approval of the Home Department or Home College is necessary. If Employee is working in another Unit/College then both the Home Department, Home College as well as the Requesting Department and College approvals are necessary.

For Academic Professional/Post Doc

- Add the signed Overcompensation/Service in Excess form to the HR Front End transaction.

For Civil Service

- Requestor emails the approved form to (uichrscivilservice@uillinois.edu)
- Subject line of the email should be :
Overcomp - **Employee's First Name, Last Name and UIN** ie...
Overcomp - **John Doe UIN 123456789**
- UIC Human Resources Service Center will process the transaction centrally.

Email the Overcompensation/Service in Excess form to UIC HR Compensation at overcomp@uillinois.edu for approval. If additional information is needed Compensation will email Requestor for additional information.

If Approved

For Academic Professional/Post Doc - UIC HR Compensation will mail

- Requestor and they attach the approved form as

For Civil Service - UIC HR Compensation will email

- Requestor (will keep copy for file)
- Subject Line of the email should be:

Overcomp - John Doe UIN 123456789

- Email UIC HR Service Center (uichrscivilservice@uillinois.edu) will process the transaction centrally.

If Denied

- UIC HR Compensation will email the Requestor.