

Overcompensation/Service in Excess

Any request below \$500 (per Academic year) must have appropriate college office approval and be attached to the HR Front End transaction prior to the services being provided. For requests beyond \$500, the completed form should be routed through to Compensation email: overcomphr@uillinois.edu to request approval prior to the services being provided. Please attach this approval in your HR Front End transaction.

Academic Professional /Post Doc **Civil Service**

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

Employee Name: _____ UIN: _____

Employee Home Department Name: _____ Primary Position Title: _____

Department Requesting

Person Requesting Service: _____ Department Requesting Services: _____

Requesting Department/Person Telephone: _____ Job Title for Services Provided: _____

Service Date: _____ to _____ Amount Paid: _____

Position Number/Suffix::	Chart of Account:	Fund:	Org:	Account:	Program
<small>* Same Responsibilities = Primary Position Number and 01 Suffix * Different (Job Title, Org, Responsibilities) = New Position Number and Suffix</small>					
Pay Frequency: <input type="checkbox"/> Lump Sum <input type="checkbox"/> Monthly <input type="checkbox"/> Semester			Amount Paid per Pay Period:		

Description of duties to be performed and indicate specific reasons for requiring this full-time employee to provide the services (attach job description and any other documents if necessary).

Approvals

Employee Signature Date

Requesting Dept. Approval Date Employee College Dept. Approval Date

Requesting College. Approval Date
(If different from Home College)

Payments over \$500.00/employee/year require approval from the Compensation office.

Compensation Signature Date