

INSTRUCTIONS – EXTRA COMPENSATION FORM

This form is *generally* initiated by the payment department or the department requesting that the activity be performed. Required signatures should be obtained prior to the start of the activity.

Employee Section

- Items 1 and 2: List employee's name and title as they appear in BASIS.
- Item 3. The employee ID is the 6-digit BASIS ID.
- Item 4. The Position No. is also known as the PSB No.
- Item 5. List employee's home department and/or BU (budgetary unit).
- Item 6. "Unit" refers to non-academic operations such as Facilities Management, Business Affairs, Career Services, etc.
- Item 7. Give a brief description of the activity to be undertaken.
- Item 8. Location of activity refers to Fayetteville, Fort Smith, etc. If the activity is an online course, indicate "web."
- Item 9: Activity Type is one of the following: Credit (teaching a course for credit), Non-Credit (facilitating a workshop, seminar, etc.) or Service (transcription, server maintenance, etc.)
- Items 10 and 11: Starting and ending dates should be shown using full date, such as "01/01/2010," not "January 2010."

Certification Section

The Certification Section of the Extra Compensation Form is the home department's acknowledgment that the employee is eligible to receive the extra compensation payment and that no conflict of interest exists.

- Item 12 thru 15. The Certification Section must be signed and dated by the Department Head and Dean/Unit Head of the employee's home department.

Approval Section

The Approval Section of the Extra Compensation Form is to be completed by the department or unit managing the payment cost center.

- Item 16. Indicate amount to be paid for this individual activity. Different Activity Types may not be grouped together on the same form.
- Item 17 and 18. Indicate cost center number and full cost center name for account from which payment is to be made.
- Items 19 thru 22. Signatures of Department Head and Dean/Unit Head of the department or unit controlling the payment cost center are required for payment.
- *Note: If payment is to be made from grant funds, additional authorization from the Office of Research Support and Sponsored Programs (RSSP) must be obtained before the BASIS transaction can be entered. (See Addendum)*

Payment Section

The Payment Section is to be completed by Human Resources only.

Completed and signed Extra Compensation Form must be sent via fax, e-mail, or campus mail to Human Resources.

Revised April 5, 2010
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August 1, 1996