

Request for Personnel Transaction Form (RPT) Human Resource Services

Employee Name:	UM ID Number:		
Current Job Title:	Department/School:		
Effective Date:	End Date:	Salary:	\$
Supervisor:	Time Roster #:		\$
Faculty	Contract Administrator/Professional	Classified Staff	AY or FY
Department Contact:	Extension No:		

Select Personnel Transaction Below Personnel Change

Administrative Stipend/Honorarium

Amount to be paid: \$

Applicable when an employee is assigned work or services of a higher classification/position outside of the employee's position and duties.

Activity/Project/Program for which administrative stipend is sought:

Please describe additional duties outside of normal assignment:

Extra Compensation

Amount to be paid: \$

Applicable when an employee cannot be released from his/her duties and these extra compensation duties are outside the scope of the employee's regular duties. Extra compensation is limited to 20% of employee's base salary (CBA 12.210 and University Policy 403.5).

Period of Assignment From: To:

Course: Credits Assigned:

Select Appropriate Activity:

Please describe additional duties and why the assignment is not within the regular assignment:

Position	Index	Account	FTE	Pay (Opt)	Special Conditions

Note: If funding source is from a grant, you must supply the end date of the grant and a new funding source.

Extra compensation from a grant **must** be approved by Research.

Must be submitted to the Provost or Vice President at least 10 days prior to commencing work.

Extra Compensation Project/Program Director	Printed name	Date
Employee (necessary for extra compensation)	Printed name	Date
Employee's Chair/Director	Printed name	Date
Employee's Dean	Printed name	Date
Provost or Vice President	Printed name	Date