REQUEST FOR SPECIAL EMPLOYMENT(To Be Used Only For Certain Supplementary Employment)
Refer to Payroll Procedure 40.20.84, formerly 1.5.11

EXPLANATION: 1) Need for Service: 2) Type of Service: 3) Basis for Special Employment Pay Rate: I certify that I can render these supplementary services entirely outside my regular work schedule for the above period and that they will not in any way interfere with the performance of my regular duties. I understand that violation of any personnel rules during the performance of these supplementary services will subject to disciplinary action appropriate to the circumstances. Employee Signature	NAME: SS#:	
Account & Position No: Title: Hourly Rate of Pay: Total Annual Salary: Date and Times of Service: Employment Period: EXPLANATION: 1) Need for Service: 2) Type of Service: 3) Basis for Special Employment Pay Rate: I certify that I can render these supplementary services entirely outside my regular work schedule for the above period and that they will not in any way interfere with the performance of my regular duties. I understand that violation of any personnel rules during the performance of these supplementary services will subject to disciplinary action appropriate to the circumstances. Employee Signature Date I certify that these supplementary services can be rendered entirely outside the regular work schedule of this employee for the period stated above. Signature and Title of Primary Appointing Authority Date: Date: Personnel Administrator	ADDRESS:	
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Title:	Account & Position No:	Account No:
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Personnel Administrator	Date:	
Personnel Administrator	☐ Approved ☐ Denied	
REASON FOR DENIAL (If applicable):		Personnel Administrator
	REASON FOR DENIAL (If applicable):	