

OFFICE OF HUMAN RESOURCE ADMINISTRATION  
AUTHORIZATION FOR PAYMENT OF ADDITIONAL COMPENSATION FOR STAFF ONLY

USP-7

Rev. 9/07

0398

Name  Employee ID Number:

Regular Department  Temporary Department

Nature of Duties: Include Types of Duties to be performed:

Justification for employee assignment to do this work

Estimated Number of Hours  Hourly Rate  Estimated Amount of Pay

Check the definition below that most nearly describes the work assignment:

- ADDITIONAL EMPLOYMENT (SIMILAR DUTIES).** Work that is similar to the duties specified in employee's job description but is performed outside his/her regularly assigned work schedule for another department.
- ADDITIONAL EMPLOYMENT (DISSIMILAR DUTIES).** Work that is substantially different from the duties specified in employee's job description and is performed outside his/her regularly assigned work schedule for another department.
- SPECIAL EMPLOYMENT.** Work that is performed by a University employee for another State agency (outside the URI payroll system).

I certify that this employment:

- a. is in addition to the work which is assigned as part of the normal full-time load,
- b. is clearly outside the assigned work schedule of the employee,
- c. does not interfere with the performance of regularly assigned duties,
- d. does not provide a conflict of interest and is professionally appropriate.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Work Requesting Dean/Director/Agency Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Office of Human Resource Administration Signature \_\_\_\_\_ Date \_\_\_\_\_