



BRIGHAM YOUNG UNIVERSITY

PART-TIME REQUEST FOR APPROVAL OF SUPPLEMENTAL COMPENSATION

Approval is requested for the employee named below to be allowed payment in addition to the regular wages for the work request below, which is performed apart from and in addition to the employee filling his/her regular university assignment and outside of the regular work hours.

Name of Employee, BYU ID Number, Date

Regular Department, Regular Job Title, Hrs Worked per Week

Requesting Department, Account Number to be Charged

When will the work be done? (Overtime rules apply) From: To:

Description of work to be done:

Hourly Rate Requested for: International Student, Student Hourly, 1/2 time, 3/4 time. Total Hours to be Worked. Regular rate = \$ per hour. Rate to be paid (time and 1/2 if hours exceed 40/week) = \$

Project Rate requested for: International Student Contract, Student Contract, Continuing Education Contract. 1/2 Time Contract, 3/4 Time Contract. \$ per project or assignment. Estimate of Hours to be Worked:

Employee Agreement. Work completed was accomplished outside of my regular assignment and working hours. Employee Signature: Date:

APPROVALS

Employee's Supervisor Approval

Signature, Date

Requesting Department Approval

Signature, Date, Printed Name, Phone Number

Regular Department Approval

Signature, Date

Human Resource Services Approval

Signature, Date

Please submit signed form for HR authorization to:

Student Hourly & Contract Employees: Student Employment Office - 2024 WSC
1/2 time (17.5 hour) & 3/4 time contract (28 hour) Employees: Staff Employment Office - D70 ASB
Continuing Education Contracts & 3/4 time (28 hourly): Compensation Office - D240 ASB
If you have questions, please call Compensation ext. 2-7534

ACA Average, Total Hrs Wrkd During Payperiod, Measurement Period End Date