



# Additional Pay Request

Before filling out this form, and before the start of the work, please contact Heritage College Human Resources to verify the employee's current status. Use this form to request additional pay for currently active Heritage College employees.

Employee name: \_\_\_\_\_ Employee ID number: \_\_\_\_\_  
[Look up an Employee ID](#)

Title of assignment: \_\_\_\_\_ FTE: \_\_\_\_\_

Requesting department: \_\_\_\_\_

Requester name: \_\_\_\_\_ Requester email: \_\_\_\_\_

Work location:  Athens  Dublin  Cleveland  Clinical site  
Assignment start date: \_\_\_\_\_ Assignment End date: \_\_\_\_\_

Total pay for assignment:	Source(s) of pay:	
\$ _____	Amount	Account number(s)
	\$ _____	_____
	\$ _____	_____

Description of work to be completed:  
\_\_\_\_\_  
\_\_\_\_\_

Your request form is complete at this point.

### For HR/Finance use only

Finance notes:  
\_\_\_\_\_  
\_\_\_\_\_

- Additional compensation element to use:
- Academic term pay
  - Early-retiree pay
  - Summer research
  - Additional pay short duration—Faculty
  - Additional pay short duration—Admin
  - Contract pay
  - Instructional overload
  - Additional salary—Faculty
  - Additional salary—Admin
  - Part-time contract pay
  - Fiscal increment
  - Summer term pay
  - Non-instructional overload—Faculty

\_\_\_\_\_  
Finance signature Date

\_\_\_\_\_  
HCOM HR signature Date