

Truman State University
Approval of Payment for Additional Assignments
(Payment to each individual must be less than \$1000)

All "additional" assignments should be approved by the President prior to the service being performed.

Description/Title of Activity _____

Start Date/End Date _____

Division/Department of Responsibility: FUND _____ ORGN _____ ACCT _____ PROG _____

Faculty/Staff Name	Banner ID #	Salary/Wages to be Paid	Pay Period(s) * e.g. Jan-May, March. ½ beginning and ½ on completion
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(attach additional pages if needed) TOTAL _____

*Summer pay dates may be
obtained from Payroll

Per the Code of Policies, "Employees may not "pyramid" salaries by undertaking extra assignments for additional pay during periods of full-time University employment, unless such assignments are specifically recognized as overloads and approved by the President of the University on a case-by-case basis."

Source: Resolution of Truman Board of Governors dated June 27, 1992

Division/Department Head Signature _____ Date _____

Comments _____

Appropriate President's Staff Member _____

Budget Director: Budgeted _____ Not Budgeted _____ Initial _____

President's Signature _____

Payment Approved _____ Payment Not Approved _____ Payment Delayed _____

Comments/Additional information needed _____