







Staff Additional Pay Request

for a temporary assignment

University System of New Hampshire This form is to be completed and approved by all parties BEFORE the work is conducted.

Employee Information			
Full Name:	USNH ID#:		
Last First	-	M.I.	•
Home			
Department:		<u> </u>	
Home Department Name Current	TS Org (6 digits) Home Department Supervisor Name		
Information:			
Classification Title	FTE	— Hourly? Salarie	d? Current Salary or Rate
Additional Pay Information			
Will External Funds			
Be Used? Yes* No Project Title		Project Director	
*If external funds are involved, this form must be signed and approved by Sponsored Programs Administration (SPA).			
OR ÷ =	Dr	oposed Date	
		must align with ——	Donin End
Proposed Proposed # of pay Bi-weekly Hourly Rate Stipend periods Payments		nay pariods)	Begin End m/dd/yyyy) (mm/dd/yyyy)
Reviewed by			
Home Department Supervisor Finance Division			
Supervisor Signature & Date Finance Name		Finance Signature & Dat	te
Unit Head (respective Dean, Director, AVP)	SPA (if applicable)	mance signature & but	
Unit Head Name Unit Head Signature & Date Senior Leadership (respective VP or President)	SPA Name	SPA Sigr	nature & Date
Semor Leadership (respective VP or President)			
Senior Leadership Name	Senior Leadership Signature & Date		
Approval			
Compensation			
Compensation Name	Compensation Signature & Date		

Policy Quick Facts

Full policy documents can be found at: https://www.unh.edu/hr/compensation

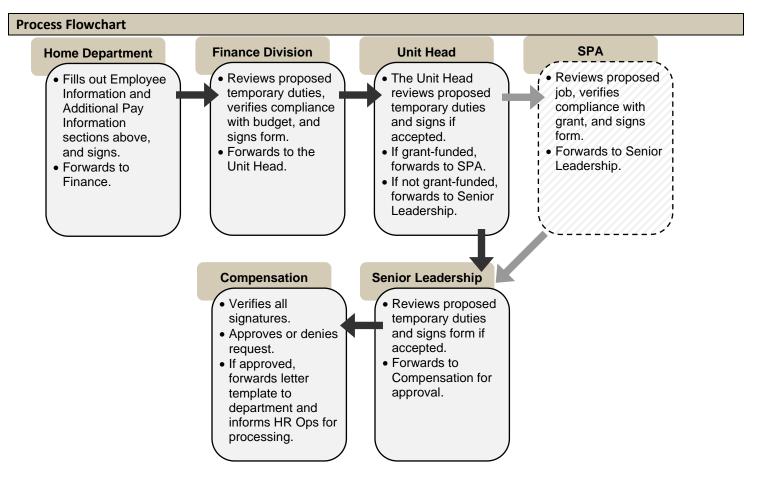
Temporary assignment pay compensates staff members who are designated to perform the duties of a position with a classification evaluated at a higher job grade for the duration of the assignment, provided all of the following conditions are met:

- The assignment must be a minimum of 30 calendar days.
- The employee accepting the temporary assignment must assume the majority of the responsibilities of the position.
- The assignment occurs when an incumbent resigns, retires, or is absent due to illness, reassignment, or on leave.

 Temporary assignments will not be approved due to an incumbent taking a vacation, regardless of length of time.

The following guideline applies to temporary assignments:

- The assignment must have a beginning and ending date. The assignment will not exceed 12 months.
- The employee's job classification will not change. The employee receiving the temporary assignment will receive a base pay increase beginning on the first day of the assignment and ending on the last day of the assignment.
- The amount of the temporary base pay adjustment will be determined by HR Compensation in consultation with the department.
- When the assignment is complete, the employee's base pay will revert to their former base pay, plus any base adjustments and/or across-the-boards that may have occurred during the temporary assignment.
- The employee will be provided a letter formalizing the temporary assignment. They will sign the letter in acknowledgement before the work is to be conducted and before the temporary base pay adjustment goes into effect. A copy of the signed letter should be forwarded to the HR Partner.
- Non-exempt (hourly) employees will remain non-exempt during the temporary assignment and will be moved into a temporary position with defined term dates.
- Exempt (salaried) employees will receive a stipend on top of their regular salary.



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