

Staff Additional Pay Request

for a temporary assignment

Work should not be started until **AFTER** this form is filled out, signed, and approved.

Employee Information

Full Name: _____ USNH ID#: _____
Last First M.I.

Home Department: _____
Department Name Supervisor Name

Current Information: _____
Classification Title FTE Hourly Salary Current Salary or Rate

Additional Pay Information

Proposed Dates: _____ Fund, Org, Account: _____ / _____ / _____
Begin (mm/dd/yyyy) End (mm/dd/yyyy)

Will External Funds Be Used? Yes* No _____
Project Title Project Director

*If external funds are used, this form must be signed and approved by Sponsored Programs Administration (SPA).

Proposed Hourly Rate: _____ **OR** Proposed Salary Stipend: _____ ÷ _____ = _____
Proposed Hourly Rate Proposed Total Earnings # of bi-weekly pay periods Proposed Bi-Weekly Payment

Home Department: _____
Supervisor Signature Date

Reviewed by

Business Service Center:

BSC Director Printed Name BSC Director Signature Date

Dean, Director, Provost, or Vice President:

RC Unit Printed Name RC Unit Signature Date

Reviewed for Grant Compliance (if grant-funded)

Sponsored Programs Administration:

SPA Printed Name SPA Signature Date

Approval

Compensation:

Compensation Printed 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, educational leave, or leave of absence. Temporary assignments will not be approved due to an incumbent taking a vacation, regardless of the length of time.

The following guidelines apply 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 a temporary assignment will receive a salary increase beginning on the first day of the assignment and ending on the last day of the assignment.
- The amount of the temporary salary adjustment will be the employee's current salary plus a percentage that is typically no more than 10%. The amount will be determined with the immediate supervisor and the guidance of HR. This additional amount will be added on as an overload.
- When the assignment is completed, the employee's salary will revert to their former salary, plus any base adjustments and/or across-the-board adjustments that occurred during the temporary assignment.
- The department and employee must sign a letter of agreement. Once signed, the letter must be forwarded to Human Resources.
- Non-Exempt employees: Due to FLSA regulations, a UA position must be created to cover the temporary assignment.
- Exempt employees: A stipend will be paid during the temporary assignment.

Process Flowchart

