

Request to Pay Over Hourly Pay Rate

Most temporary employees should be paid within the hourly pay rate minimum and maximum established for their position's job code or description. Exceptions to pay temporary employees a rate over the maximum of the relevant pay range must be submitted on this form.

Approval should be obtained prior to an offer of employment.

EMPLOYEE INFORMATION

Employee Name _____ Employee ID _____

Current Student? No Yes If yes, Degree Program _____
 Undergraduate Graduate

POSITION INFORMATION

Proposed Job Code and Title _____

Hiring Department _____ Campus Box _____

Supervisor _____ Phone _____

Personnel Contact _____ Phone _____

Work Period Duration: Start Date _____ End Date _____

Estimated FTE _____ To Be Paid from Account # _____ Hourly Rate Requested \$ _____

DESCRIPTION AND JUSTIFICATION

Description of Work (duties, specialized skills required, work location)

Justification or Reason for Exception (degree(s), years of related experience, technical skills, special credentials, etc.)

Additional Comments

SIGNATURES

Supervisor _____ Date _____

College or Division Level Representative _____ Date _____
(if required by College or Division)