

Web Report Library



University Personnel Action (UPA)
Extra Compensation
The University of Toledo

Reset

This form is to be used to indicate payment for extra-compensation only for full-time permanent employees during time period for which extra compensation is being claimed.
THIS FORM IS FOR ACCOUNTS: 61406 = STRS OR 61407 = PERS ONLY

New
 Change

Name (Last) (First) (Middle)			Rocket ID
Primary Employee Status ___ Faculty ___ Staff ___ Special			Position Class
Home Dept Org	Home Dept Name	Primary Position Title	

NBAJOBS

Change From (indicates extra compensation currently on system):

	First Distribution	Second Distribution	Third Distribution	Total Extra Compensation
Pooled Position Control Number				
Index and Account				
Amount	Amt Per Pay			
Period Covered:	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:	
	Nr Pays			

NBAJOBS

Change To:

	First Distribution	Second Distribution	Third Distribution	Total Extra Compensation
Pooled Position Control Number				
Index and Account				
Amount	Amt Per Pay			
Period Covered:	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:	
	Nr Pays			

Instructional Extra Comp Only: Please note these are required fields if requesting extra comp for STRS.

List Course and Section Number	# of Credit Hours	FTE for this Assignment
Hours Teaching this Term for this Extra Compensation Appointment	Total Hours Teaching this Term (including all extra compensation)	

Approvals (Please sign in blue and initial all changes.)

Initiating Department/PI 1	Date	Contact Ext.
Dean/Designee or Business Manager 2	Date	Contact Ext.
Dean/Director of College/Unit in Which Person Holds Permanent Position 3	Date	Contact Ext.
Grants Accounting (if Applicable) 4	Date	Contact Ext.
Human Resources (for 61407)/ Provost (for 61406) 5	Date	Contact Ext.

Board of Trustee Signature (post payroll)	Date
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Banner Forms Quick Reference Guide



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New
 Change

Name (Last) 1 (First) (Middle)		Rocket ID R
Primary Employee Status ___ Faculty ___ Staff ___ Special		Position Class 2
Home Dept Org	Home Dept Name	Primary Position Title

Change From (indicates extra compensation currently on system):

	First Distribution	Second Distribution	Third Distribution	Total Extra Compensation
Pooled Position Control Number	3			
Index and Account				
Amount <i>Amt Per Pay</i>				
Period Covered: <i>Nr Pays</i>	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:	

Change To:

	First Distribution	Second Distribution	Third Distribution	Total Extra Compensation
Pooled Position Control Number				
Index and Account				
Amount <i>Amt Per Pay</i>		4		
Period Covered: <i>Nr Pays</i>	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:	

Instructional Extra Comp Only: Please note these are required fields if requesting extra comp for STRS.

List Course and Section Number 5	# of Credit Hours	FTE for this Assignment
Hours Teaching this Term for this Extra Compensation Appointment	Total Hours Teaching this Term (including all extra compensation)	

Approvals (Please sign in blue and initial all changes.)

Initiating Department/PI 1	Date	Contact Ext.
Dean/Designee or Business Manager 2	Date	Contact Ext.
Dean/Director of College/Unit in Which Person Holds Permanent Position 3	Date	Contact Ext.
Grants Accounting (if Applicable) 4	Date	Contact Ext.
Human Resources (for 61407)/ Provost (for 61406) 5	Date	Contact Ext.

Board of Trustee Signature (post payroll)	Date
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University Personnel Action Form (UPA) Extra Compensation

1. Obtain information from individual regarding Name and Rocket #.
2. Employee Status/Employee Class:
 - a. Use primary employee status.
 - b. Home Dept. Org/Home Dept. Name/Primary Position title.
3. Pooled Position Control #/Index and Account Code:
 - a. Index number should be the paying department's index number.
 - b. Type the six digit index number, hit tab, type the five digit account code.
4. Enter description of duties or removal of extra compensation:
 - a. Amount to be paid.
 - b. Begin date = when the extra compensation work begins.
 - c. End date = when the extra compensation work ends.
4. Enter description of duties or removal of extra compensation:
 - a. Provide a brief description of the activities.
 - b. Or provide reason for removal or amount change.
5. Instructional Extra Comp:
 - a. List the course(s) being taught for the extra compensation.
 - b. Number of credit hours for the course, this can be obtain on SIS screen 125.
 - c. FTE for this assignment: use **FTE calculation spreadsheet**.
 - d. Hours Teaching this Term for this Extra Comp. = (calculated field) from field # of Credit Hours.
 - e. Total Hours teaching this semester includes all course teaching for the term; this information can be obtain from SIS screen 1F5. Do not include Independent Studies or Thesis projects, only Instruction.
6. Approvals:
 - a. Please provide a contact phone number in the Contact Ext. box provided.
 - b. This will allow offices with questions to call instead of returning documents.