University Personnel Action (UPA) Form
Extra Compensation

1. Select type of request
   - New Request = Brand new request
   - Change Request = Change to existing request

2. Enter the employee's information, based on their primary employment status.
   - Contact the employee or his/her home department to obtain this information if unknown.
   - Use drop down to select position class

3. This information identifies the amount of the payment and where it is coming from
   - Pooled Position Control # can be obtained from budget.
   - Index number and Account number should be the paying department’s index and account number.
   - Amount = Total amount to be paid.
   - Begin date= When the extra compensation work begins (beginning of pay period).
   - End date= When the extra compensation work ends.
   - Second and Third Distributions are only used if this payment is coming from more than one funding source.
   - Total Extra Compensation = Total Amount to be Paid (will auto populate)

4. For Change Requests Only:
   - Enter new information

5. Provide a brief description of duties or rationale for removal or change of extra compensation
6. For Instructional Extra Compensation Only:
   - List the course(s) being taught for the extra compensation
   - Number of credit hours for the course, this can be obtained on SIS screen 125.
   - FTE (Full Time Equivalent) for this assignment: use FTE calculation spreadsheet.
   - Hours Teaching this Term for Extra Comp. = (calculated field) from field # of Credit Hours
   - Total Hours teaching this semester includes all course teaching for the term; this information can be obtained from SIS screen 1F5. Do not include Independent Studies or Thesis projects, only Instruction.

7. Approvals
   - Enter name of person creating form, contact ext., and department
   - Please obtain signatures on lines 1-6 where applicable
   - Print name, Date, and enter contact extension
   - Please initial and date any changes made to form

8. Appointing Authority Signature
   - Will be obtained by Human Resources & Talent Development

**Forward form to HRTD, using the following address:**

Human Resources & Talent Development
MS 205
2801 W Bancroft Street
Toledo, OH 43606-3390