



University Personnel Action (UPA)

Extra Compensation

The University of Toledo

- ☐ New
☐ Change
☐ Relocation

Name (Last) (First) (Middle)		Rocket ID
Primary Employee Status ____ Faculty ____ Staff ____ Special		Position Class
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				
Index and Account				
Amount				
Period Covered:	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				
Period Covered:	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:	

Description of Activity Performed

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

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

Approvals

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.
Appointing Authority Signature		
Date		