

Additional Compensation for Non-Credit Activities
Supplemental Pay Non-Retirement Eligible (SNF), Prior Approval Required

This request is for additional compensation for faculty/staff members performing non-credit activities. These activities are voluntary (as opposed to assigned by a supervisor), do not satisfy in-load teaching assignments, are not administrative, do not qualify as academic service, and are subject to all BOR and KSU policies and procedures. These activities are ineligible to fit into the faculty/staff member's performance agreement and the faculty/staff member will not receive any credit for this engagement in the annual review process. Additionally, compensation for these activities is not eligible for retirement benefits.

Date: _____ Check One: Faculty (516250) _____ or Staff (526250) _____

Employee Name: _____ Employee ID: _____

Name of the Professional Education Program: _____

Home College/Unit of the Professional Education Program: _____

Dates of Professional Education Activities: _____

Total Pay: _____ If single payment, date to be paid: _____

If installments, amounts and dates to be paid: _____

Pay Distribution Code: _____

Description

Please provide a description of the non-credit activities:

Signatures

Employee

(Print Name)

(Sign Name)

(Date)

Approvers

Employee's Director/Department Head

(Print Name)

(Sign Name)

(Date)

Employee's Dean/Division Head

(Print Name)

(Sign Name)

(Date)

Dean/Director of the Sponsoring Program

(Print Name)

(Sign Name)

(Date)

Business Manager (overseeing funding source)

(Print Name)

(Sign Name)

(Date)

Academic Affairs/Human Resources (Academic Affairs approval required for faculty; HR approval required for staff)

(Print Name)

(Sign Name)

(Date)

Sponsoring/hiring department is responsible for form completion and approval routing. Fully-executed form should be retained by business manager overseeing the funding source and submitted to Academic Affairs for processing.