



College of Public Affairs and Education

UNIVERSITY OF ILLINOIS SPRINGFIELD

Subject: Request for Compensation of Service in Excess of 100 Percent

Category: Compensation

Effective Date: 02/01/2023

Contact: Business Administrative Associate

Procedure

- 1.) Faculty and staff will follow all [UIS Guidelines for Compensation of Service in Excess of 100%](#).
- 2.) Immediately upon determining that a faculty or staff member is eligible for compensation of service in excess of 100%, the faculty/staff will email their director/chair the details of the service to be performed to obtain approval before the service commences. Information to be included is:
 - a. Employee name and UIN
 - b. Employee title and home department/school
 - c. Dates service is to begin and end
 - d. Description of the service to be performed, including specific reasons for requiring this 100% employee to provide the services
- 3.) If the director/chair approves, they will forward the employee's email to the CPAE Dean or Associate Dean stating their approval and requesting review by the Dean or Associate Dean. If the director/chair does not approve the request, they will notify the employee of their decision.
- 4.) If the Dean or Associate Dean approves the request, they will forward the email to the [Business Administrative Associate \(BAA\)](#) for processing. If they do not approve the request, then the Dean/Associate Dean will notify the employee and their director/chair of their decision.
- 5.) The BAA will initiate the completion of the ["Request for Compensation of Service in Excess of 100 Percent"](#) form and route for signatures through Adobe Sign.
- 6.) If the Provost approves the request, the BAA will enter the request into HRFE according to the university's payroll schedule for employee payment.
- 7.) If the Provost does not approve the request or adjusts the compensation amount, the BAA will notify the employee, their director/chair, and the Dean/Associate Dean of the Provost's decision.