

**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 VSU 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 the 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)

Dean/Director of the Sponsoring Program

(Print Name) (Sign Name) (Date)

Business Manager/PI founding source

(Print Name) (Sign Name) (Date)

OSPRA

(Print Name) (Sign Name) (Date)

***PI is responsible for obtaining required signatures and form routing**

