



EXTRA SERVICE ASSIGNMENT APPROVAL

1) EMPLOYEE NAME

2) SOC SEC #

3) DIVISION WHERE EMPLOYED

4) PAYROLL TITLE

5) LIST COURSES WHICH CONSTITUTE EMPLOYEES **NORMAL LOAD**:

Course Number	Section Number	Course Title	Cr. Hrs.	Estimated Enrollment

6) LIST COURSE(S) FOR WHICH APPROVAL IS REQUESTED (EXTRA SERVICE):

Course Number	Section Number	Course Title	Cr. Hrs.	Estimated Enrollment

7) Permission is granted to

(Name)

(Title)

of the

to render extra service on a part-time basis to the

(Name of Department)

(E.S. Employing Agency/Dept.)

for the period

through

(Beginning Date)

(Ending Date)

for the purpose of

(Brief description of work to be performed)

Such extra service does not interfere with the employee's responsibilities with his/her department/division.

8) APPROVAL BY EMPLOYEE'S SUPERVISOR:

(Dean/Director) Signature

(Date)

APPROVAL BY VICE PRESIDENT:

(Signature)

(Date)

VERIFICATION BY HUMAN RESOURCES:

(Signature)

(Date)

COMMENTS: