Pay Additional Assignment Form

Department Resource for adding an assignment and/or updating an assignment

Use for Misc Wage, Undergrad Student, and Graduate Students.

Use this sheet as a resource to complete Additional Assignment
DEPARTMENT USE ONLY (Do not send to Payroll)

Name: _________________________________
Employee ID: __________________________
Job Code: ______________________________
Department: ____________________________
Start Date: ______________________________
End Date: _______________________________
Dept Description: _______________________
(This distinguishes this assignment from other assignments)
 Supervisor Code: ________________________
 Hourly Rate: ____________________________
 Est. Weekly Hours: _______________________
 Rate Justification: ________________________
(if applicable, see blue box)
 Earnings Code: (see blue box) ____________
 Speed Type: _____________________________
 Class: _________________________________
 Account Code: __________________________
 Project: _______________________________
(If applicable)

Additional Routing (Approver/Copy)
(List names, signatures not needed.)

Notes

Job Code should be a Student Worker Class (411006-411009), Graduate Student Labor (4K1001) or a Misc Wage code (4I1001-4I1005)

End Date can be left blank, only enter an end date if you know when the assignment is truly ending.

Dept Description should be a short descriptive job title. This will make it easier for the employee to know which job to clock in/out of.

Hourly Rate must be greater than minimum wage. If hourly rate is $50+, an additional field will display for you to provide a rate justification.
**The rate justification cannot be the math behind the rate, but should explain why the rate is $50+ (market rate, experience, expertise, degree)

Earnings Code          Class
STH    Undergrad Student  000
WSA    Workstudy Student  000
STH    Graduate Student  000
MWG    Miscellaneous Wage 000

Account
•  126000 Undergrad Student
•  126900 Graduate Student
•  125200 Miscellaneous Wage

***If the employee's main job (JED) is as a Grad on Contract, you will need approval from the Grad Office for any additional assignments. You may paste that approval in the comment section of the form or add the Grad Office to the routing of the form.