HUMAN RESOURCES SERVICES GROUP

Forty South Market Street • San José, CA 95113
408-270-6406 • 408-239-8825 (fax)

ADMINISTRATOR ADDITIONAL PAY FOR ADDITIONAL ASSIGNMENTS FORM

Date:

Employee Information

Employee ID:  
Employee Name: (Last, First Name)

Department:  
Location:

Additional pay should be awarded for temporary assignments that exceed thirty days. Additional duties should be limited to the confines of a fiscal year. Greater scope and magnitude in relation to other existing positions should be a key consideration in awarding additional pay.

Check one of the following:

☐ 2.5% increase for additional duties that are limited/project-based
☐ 5.0% increase for additional duties that are impacting several areas throughout the college
☐ 7.5% increase for additional duties that are college/district-wide responsibilities

Additional Pay Rationale

Rationale

Start Date:  
End Date:

Accounting Information (Additional Pay Only)

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Amount Per Pay Period</th>
<th>Number of Months</th>
<th>Total Amount</th>
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Authorization  

Signature  
Date

Vice President/Vice Chancellor
Administrative Services
President

Review

Chancellor
Fiscal Services

Process (Board & Payroll)

Human Resources

rev 6.3.15