

**MSC ADDITIONAL PAY FOR
ADDITIONAL ASSIGNMENTS FORM**

Date:

Employee Information	
Employee ID:	Employee Name: <i>(Last, First Name)</i>
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.

<i>Check one of the following:</i>	
<input type="checkbox"/>	5% increase for additional duties that are limited/project-based
<input type="checkbox"/>	10% increase for additional duties that are impacting several areas throughout the college
<input type="checkbox"/>	15% increase for additional duties that are college/district-wide responsibilities

Additional Pay Rationale	
Rationale	
Start Date:	End Date:

Accounting Information (Additional Pay Only)		Amount Per Pay Period	Number of Months	Total Amount
	Account Code			
1.				
2.				
3.				

Authorization	Signature	Date
Vice President/Vice Chancellor		
Administrative Services		
President		

Review	
Chancellor	
Fiscal Services	

Process (Board & Payroll)	
Human Resources	