**CHASS HR Services**

**Secondary Administrative Supplement Request Form**

(Upload form to CPAWS Request.)

Secondary administrative appointments are at will and will continue until the department submits a request to end the appointment and remove the supplement. Generally, the effective date should be the upcoming 7/1/xx or 1/1/xx for this secondary administrative appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Request Information** | |  | |
| **First and Last Name** | Click or tap here to enter text. | **Employee ID** | Click or tap here to enter text. |
| **Effective Date** | Click or tap to enter a date. | **Requested Annualized Salary Supplement Amount** | Click or tap here to enter text. |
| **Department** | Click or tap here to enter text. | **12 or 9 month** | Choose an item. |
| **Project ID(s)** | Click or tap here to enter text. | **Distribution**  *(if only one project ID, enter 100% for distribution)* | Click or tap here to enter text. |

|  |
| --- |
| **Is the secondary administrative appointment expected to last less than 1 year?** |
| Yes  Anticipated start date: Click or tap to enter a date.  Anticipated end date\*: Click or tap to enter a date.  Total amount to be paid to employee: Click or tap here to enter text.  ***\*Department must still submit a CPAWS request to end the secondary administrative appointment.***  No |

|  |
| --- |
| **Provide the secondary administrative appointment title and a description of the duties.** |
| Enter Text |

|  |
| --- |
| **Provide details explaining how this individual was selected for this role.** *Ex: there was an open call for T/TT faculty interested in doing this work and this individual was the only applicant.* |
| Enter Text |

|  |
| --- |
| **List any non-salaried compensation (course releases, research support, and/or reduced teaching load.)** *Note: this will not be included on the secondary administrative appointment letter.* |
| Enter Text |

|  |
| --- |
| **Does this change the primary job more than 50%?** *If yes, this cannot be a secondary administrative appointment. Please contact your HR Consultant.* |
| Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requestor Information** | | | |
| Department Head Signature |  | Date |  |

If this request is approved, a secondary administrative appointment letter will be provided to the Department Head for the faculty member. No offer or promise of supplemental pay should be given to faculty members until the letter is provided by HR Services.

Next Steps:

1. HRC completes Departmental Secondary Administrative Roles sheet and emails Dean for review
2. If Dean indicates support, HRC submits in PA7
3. If approved, HRC drafts letter found on O Drive “Secondary Administrative Appointment Letter” and adds the Dean’s signature.
4. HRC sends letter to department for unit leader’s signature and department sends letter to faculty.
5. Department returns signed letter, HRC submits supplement in PeopleSoft, sends a signed copy to HRIM and uploads to personnel file.