

## Request for Additional Employment Non-Faculty, Exempt, or Non-Exempt

<b>Date</b>		
<b>Employee Name</b>		
	<b>Regular</b>	<b>Additional</b>
<b>Title</b>		
<b>Exempt or Non-Exempt</b>		
<b>Department</b>		
<b>Supervisor</b>		
<b>Project Name</b>		
<b>Acct. #</b>		
Q1. Is additional employment occasional or sporadic? (describe)		
Q2. Is additional employment substantially different from regular assignment? (describe)		
Q3. Is additional employment work location different? (describe)		
Q4. How are the additional hours worked outside of your normal work assignment? (describe)		
Q5. Does additional employment relate to regular assignment? (describe)		
Employee Signature/ Date		
Supervisor Signature / Date		
HR Signature / Date		