

**WORK IN OTHER DEPARTMENT**

This form is to be used when an employee performs services in a department other than his/her regular (home) department.  
 Please see HR Policies 6.10, 6.11, 6.12 and 6.22.

***This section must be completed in order to obtain authorization for an employee to perform work in another department.***

***All signatures and Compensation approval, if necessary, must be obtained prior to the work being performed.***

Home Department Information:

Dept: \_\_\_\_\_ submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_ Job Title: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Current rate of pay \_\_\_\_\_

LIFE NUMBER: \_\_\_\_\_ Shift/Scheduled Hours: \_\_\_\_\_ Weekly Biweekly \*

(See #3 Below)

Current salary source for employee: \_\_\_\_\_ Salary source % \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fund/Cost Center Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Print)

Department Head/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Print)

**This section is to be completed by employee and the department where the supplemental work was performed.**

**Work In Other Department Information:** Department Name: \_\_\_\_\_  
 (Department in which supplemental work is performed)

1) Summary of duties to be performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2) For biweekly Hospital employees, attach Compensation Approval of pay rate; for School employees, approval from Caryn Tiger-Paillex (Human Resources) is required

3) Week Ending Date: \_\_\_\_\_

Salary Source for Work Performed	Date Worked	Hours		Total Hours	Payroll Use Only	
		From	To			

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 (signature) (print)

Authorization of Fund/Cost Center Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Authorization: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print)

Date: \_\_\_\_\_

\_\_\_\_\_ (signature) \_\_\_\_\_ (print)

Finance Approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print)

Date: \_\_\_\_\_

**\* Weekly employees will be paid in accordance with applicable overtime rules.**