



Extra Service Pay  
**CORRECTION**

Office of Human Resources  
Personnel Action Request

ID Number: T \_\_\_\_\_  
Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle: \_\_\_\_\_  
Department: \_\_\_\_\_  
Present Job Title: \_\_\_\_\_

\*Annual Salary: \_\_\_\_\_  
Previous ESP: \_\_\_\_\_  
Approved Amounts for Current Fiscal Year:  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Date of correction: \_\_\_\_\_ PeopleAdmin action # of appointment to be corrected: \_\_\_\_\_

Check one:  Non-credit Instruction  Credit Instruction  Consultant  Other

Description of Service:

Services rendered From: \_\_\_\_\_ To: \_\_\_\_\_

Total payment amount: \_\_\_\_\_ Check one:  One-time payment (at the end of service period)  
 Distributed across service period

Source of funds for extra service payment  
Fund \_\_\_\_\_ Org \_\_\_\_\_ Acct \_\_\_\_\_ Program \_\_\_\_\_  
Position number: \_\_\_\_\_

**Special Conditions: (INDICATE REASON FOR CORRECTION - REPLACE VERIFICATION OF ADD. WORK IF NEEDED)**

**PEOPLEADMIN ROUTING**

Requestor to Department Head to Dean to VP to Title III\* to Grants\* to Budget to Human Resources to President  
\*optional (for grant-funded positions)

Please print and have the employee sign the Verification of Additional Work form (found on a separate tab in this workbook). Scan and attach that and any additional back-up material (such as a leave request form) as supplemental documentation in PeopleAdmin. \*The maximum Extra Service Pay that can be earned in the fiscal year is 20% of the annual salary.

- 1. Complete form and save to your network folder.
- 2. Begin new PARF action in PeopleAdmin.
- 3. Attach completed form to PARF action.
- 4. Track action to make sure routing does not stall.



**Verification of  
Additional Work  
CORRECTION**

**Office of Human Resources  
Personnel Action Request**

**ID Number:** T \_\_\_\_\_  
**Last Name:** \_\_\_\_\_  
**First Name:** \_\_\_\_\_  
**Middle:** \_\_\_\_\_  
**Department** \_\_\_\_\_  
**Present Job Title:** \_\_\_\_\_

I, \_\_\_\_\_, have agreed to perform the following  
duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for (department): \_\_\_\_\_

in connection with (name of grant or research project): \_\_\_\_\_

for the agreed upon total amount of: \$ \_\_\_\_\_. This service will in no way interfere with my regularly  
assigned job duties or work schedule at Tennessee State University.

Proposed work schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_

**Signature of Employee's Supervisor:** \_\_\_\_\_

**Signature of Project Supervisor:** \_\_\_\_\_

**Print form for signatures, then scan and attach as supplemental documentation at the time extra-service pay request is submitted via PeopleAdmin.**