

Downtown Denver Campus
Full-Time Faculty Additional Pay Pre-Approval Form
Routing Process

This form is only to be used for full-time regular faculty who are going to receive additional pay above approved academic year salary.

It is the college/school responsibility to complete this form and route for signatures. Please ensure that all information is complete including:

- a detailed description of activity
- the time frame for the project to be completed
- total pay for the activity
- obtain employee signature
- obtain signature from the Dean(s)
- obtain pre-approval from the Sponsoring Department Dean if the work is done for another school/college
- obtain pre-approval from Home Department Chair/Director

If additional payment(s) exceed 10% of the faculty member's academic year salary, the payment must be pre-approved by the Provost. For these exceptions, please forward the pre-approval form and a detailed written explanation to the Provost's Office. The Provost's Office will return all documentation to you.

If payment is going to be made from a "Grant Account", send form directly to Sponsored Programs Accounting for pre-approval. Sponsored Programs Accounting will return the original form to you after they have reviewed and determined if approved.

The Faculty Additional Pay Pre-approval form must be attached to the University of Colorado Additional Pay Form (<https://www.cusys.edu/pbs/forms/downloads/Additional-Pay.pdf>) and sent to Human Resources for final approval in the Human Resource Management System (HRMS). Please do not send the pre-approval form to the Human Resource office until payment is requested.