PART 1: Determine the hourly pay rate for additional work

1. Identify the employee’s hourly pay rate for the additional work.
   - The pay rate for additional work must be at or above the regular hourly pay rate for the employee’s primary position.
     - The pay rate for the employee’s primary bi-weekly position must be obtained from the employee or the employee’s supervisor.
     - If the additional work is for a higher job grade, contact the Compensation Department in the Office of Human Resources to ensure the hourly pay rate for the additional work is appropriate for the job level.

2. Communicate the pay rate for the additional work and the projected work hours to the employee in advance of the work being performed.
   - If the actual additional work hours will exceed the projected additional work hours, the department and employee must discuss this variance before the projected hours are exceeded.

PART 2: Ensure the hours worked for the additional assignment are entered on the employee’s Workforce timesheet

1. Instruct the employee to enter all hours worked for the additional assignment on the Workforce timecard, once the services have been completed.
   - The work hours for additional assignments must be entered in Workforce for overtime determination.
   - Departments must provide the employee with the chart string to which additional work hours will be charged.
The SOA and POA pay codes are used to charge additional work to specific chart strings.

When SOA and POA are entered on the Workforce timecard, the Transfer column must list the chart string to which the additional work will be charged.

If the additional work is outside the employee’s home department, inform the employee’s supervisor about the additional work for timecard review and approval purposes.

If the hourly pay rate for the additional work is the same as the hourly pay rate for the employee’s primary, bi-weekly position, STOP HERE. The Workforce and myHR systems will automatically calculate the additional pay amount in this scenario.

**PART 3: Calculate the additional pay request amount, only if the employee’s hourly pay rate for the additional assignment is greater than the employee’s regular hourly pay rate**

1. Use the [Non-Exempt Additional Pay Calculator](#) to determine the additional pay request amount.
   - To use the Calculator, the following employee information is required:
     - Hourly Pay Rates (regular position and additional assignment)
     - Total Weekly Work Hours (regular position and additional assignment)
     - Workforce Timecard

**PART 4: Submit the Additional Pay Request**

1. Submit the additional pay request online in myHR on the myHR Administration page.
   - The myHR system guide is available at [myHR Documentation](#).
   - *If your department does not have access to the online additional pay request page in myHR,* download the paper [Additional Pay Request Form](#) to your personal computer.