Request for Lump Sum / Service in Excess of 100% Overtime Exempt Employees

Approvals must be obtained PRIOR to service(s) being performed.

Employee Name: ____________________________ UIN: ____________________________

Employee Position Title: ____________________ Employee Home Dept: __________________

Employee Position Funding CFOP(s): ____________________________

Funding may not exceed 95% on sponsored funds during the approved period for excess service.

Person Requesting Service: ____________________________ Unit: __________________

Requesting Unit Contact: __________________

Actual Service Dates: ____________________________ Amount to be Paid: __________________

CFOP(s) for Service: ____________________________

Describe services to be performed and indicate specific reason(s) for selecting this employee to provide the service(s) (attach separate sheet if necessary):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Oral Proficiency Certification:

Required by faculty and academic staff providing classroom instruction who are non-native English speakers, except those who teach foreign languages.

☐ Proposed appointee has sufficient oral English language proficiency to provide instruction on this campus. Indicate basis for certification of oral English language proficiency:

☐ Formal Interviews ☐ Assessment of Candidate by Colleagues

☐ Public Presentations ☐ Other, please explain

Employee’s Signature ____________________________

Requesting Unit Approval ____________________________

Requesting College Approval ____________________________

Employee’s Home Unit Approval ____________________________

Employee’s Home College Approval ____________________________

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Illinois Human Resources Approval

IHR approval required for amounts over $10,000.

Chancellor’s Approval

Required for faculty members on sabbatical leave.

**HR Contact Processing Instructions:** Attach the final approved form to the HR Front-End (HRFE) transaction upon completion of services.