



**Employee Request for Service in Excess of 100%**  
(Not for use with Civil Service appointments)  
(approvals must be obtained **prior** to service being performed)

**Employee Name:** \_\_\_\_\_ **UIN:** \_\_\_\_\_

**Employee Home Department:** \_\_\_\_\_

**Employee Position Title:** \_\_\_\_\_

**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)** (attached separate sheet if necessary):

**Is the amount to be paid greater than \$5,000?** \_\_\_\_ Yes \_\_\_\_ No (If the answer is yes, the request must also be approved by the Office of Academic Human Resources prior to services being performed.)

**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 \_\_\_\_\_

**Signatures and Approvals:**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Requesting Unit approval \_\_\_\_\_ Date \_\_\_\_\_

Requesting College approval \_\_\_\_\_ Date \_\_\_\_\_

Employee's Home Unit approval \_\_\_\_\_ Date \_\_\_\_\_

Employee's Home College Approval \_\_\_\_\_ Date \_\_\_\_\_

Academic Human Resources Approval \_\_\_\_\_ Date \_\_\_\_\_  
(required only for payments over \$5,000)

Chancellor's Approval \_\_\_\_\_ Date \_\_\_\_\_  
(for faculty member on sabbatical leave)

HR Contact: Attach the final approved form to the HR Front-End transaction upon completion of services.