

## SUPPLEMENTAL ACTIVITY ASSIGNMENT

### Employee Information

### Primary Assignment Information

Name:	Position number:	Department:
	Work phone:	Campus:
Colleague ID or SSN:	Supervisor's name:	Supervisor's phone:

### Supplemental Activity Assignment Information

Type (check one) <input checked="" type="checkbox"/> Recurring  <input type="checkbox"/> ..... →	<i>Recurring assignments may be made only to those employees whose primary position is exempt from over-time rules of the FLSA, as indicated by the 1<sup>st</sup> letter of the primary position number. (A, E, F = Exempt).</i>
	Title or brief identification. Describe in detail below.
<input checked="" type="checkbox"/> Non-recurring <input type="checkbox"/> CLAST <input type="checkbox"/> Other..... →	<i>Occasional or sporadic work that differs from the employee's primary work, is not covered by an existing College job classification, and is done at the employee's option.</i>
	Title or brief identification. Describe in detail below.

Time, date, location and description of duties; explanations, justification: (All types)

### Compensation Payment Terms

Total \$ amount:	Start Date:	End Date:	This form must be received by Contract Office at least 10 days prior to 1 <sup>st</sup> payment date. Forms received after this deadline will be processed for the following pay period..	
General Ledger Account Number	Fund:	GL-Dept:		Object:
			Loc:	GL nbr must be authorized and activated. Check with Budget Ofc prior to submission.

### Termination of Asgmt

(Complete this section of processed form only when asgmt is being ended prior to original end date.)

End asgmt effective:	Name and Initials of Terminating Official:
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### Requesting Official

### Approving Official

Printed name and signature:	Date:	Printed name and signature:	Date:
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### Contract Office

Received date/time stamp:	1 <sup>st</sup> Pymt Dt:	Last Pymt Dt:	Nbr of pymts:	Pymt Amt:	Total Amt:	Input date:
	Notes:					Input by:
	Distr: Original – Personnel Record; Copy – Contracts Ofc, Req Official, Employee, Payroll					