

**Request for Lump Sum / Service in Excess of 100%
Overtime Exempt Employees
College of Liberal Arts & Sciences**

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

Employee Name: _____ **UIN:** _____

Employee Title: _____ **Home Unit:** _____

E-class: _____ **FTE:** _____

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 Name & Email: _____

Actual Service Dates: _____ **Amount to be Paid:** _____

CFOP(s) for Service: _____

Account code for service in LAS must be 211450 for Academic or 215930 for Exempt CS

Describe services to be performed and indicate specific reason(s) for selecting this employee to provide the service(s) (attach separate sheet if necessary): Please specify if work is an overload.

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 ___ Public Presentations ___ Assessment of Candidate by Colleagues Other, please explain:

Employee's Signature _____ Date _____

Requesting Unit Approval _____ Date _____

Requesting College Approval _____ Date _____

Employee's Home Unit Approval _____ Date _____

Employee's Home College Approval _____ Date _____

Send form to LASCollegeHiring@illinois.edu in AdobeSign for LAS College approval.

Additional LAS Approval _____ Date _____
(school, etc., if required)

Illinois Human Resources Approval _____ Date _____

Send form to ihr-compensation@mx.uillinois.edu in AdobeSign for IHR approval required for amounts over \$10,000.

Chancellor's Approval _____ Date _____

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.

Ensure that pay amount, reason, and actual service dates are listed in the HRFE transaction comments.