PennDesign Additional Pay Request Form

**Penn ID:** Click here to enter text.

**Employee Name:** Click here to enter text.

**Date(s) of Service:**Click here to enter text.

**Employee Department:** Click here to enter text.

**Compensation Amount:** Click here to enter text.

XXXX

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

**Note: *Before committing to any activity outside of normal working duties, a monthly paid employee is required to secure written approval from his/her supervisor. Approval must be sought for any commitment outside the employee’s normal job duties for which the employee would receive compensations, including but not limited to consulting and teaching outside of the School of Design.***

**Employee Supervisor:** Click here to enter text.

**Explanation of Service performed:** Click here to enter text.

**Funding Source:**

 **CNAC ORG BC FUND OBJ PRGM CREF**

Click here to enter text.

Click here to enter text.