

**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)