

LSUE | OFFICE OF
HUMAN RESOURCE MANAGEMENT
COMPENSATORY REQUEST

Employee Name:

Division/ Department:

Business Title:

Account(s) for Payment:

PAYMENT TYPE

One Time Payment: used to compensate employees for short-term, one-time services to the University in addition to their scheduled job responsibilities.

Compensation Change: used when proposing permanent increase to an employee's base salary

Start Date:

End Date:

Total Payment:

Start Date:

Proposed Base Pay:

Justification:

Justification:

Period Activity Payment: used to compensate **FACULTY** for course instruction over a defined period.

Professional Allowance: used to compensate **PROFESSIONAL** employees only for course instruction and/or for additional temporary duties assigned

Start Date End Date

Employee Education:

Course:	Course #:	Course Section:	Student Enrollment:	/	Pay:	FTE:
Course:	Course #:	Course Section:	Student Enrollment:	/	Pay:	FTE:
Course:	Course #:	Course Section:	Student Enrollment:	/	Pay:	FTE:
Course:	Course #:	Course Section:	Student Enrollment:	/	Pay:	FTE:

Justification for temporary allowance:

Additional Compensation:

APPROVALS

Direct Supervisor

Dean/ Division Head

Vice Chancellor for Academic Affairs

Vice Chancellor for Business Affairs

Chancellor