

**SOUTHEASTERN LOUISIANA UNIVERSITY****CHECKLIST FOR ADDITIONAL DUTY PAY  
FOR GRADUATE ASSISTANT / RESIDENT HOUSING ASSISTANT**

***Please direct questions to the Human Resources (HR) Partner at extension 5431.***

- Step 1** The Budget Unit/Department Head must determine if additional duty pay will be needed for the performance of duties above and beyond the scope of the employee's normal job assignment. Payment may be from a budget unit other than the employee's home department such as payment for grant-related work activities.
- Step 2** The Budget Unit/Department Head must determine if funds are available to pay for the additional duty. A budget adjustment may be needed to move money to Graduate Assistant salaries.
- Step 3** The department responsible for paying the additional duty must prepare the additional duty form. The student signature and the Budget Unit/Department Head approval signature are required prior to submitting the form to HR.
- Note:** ***Completion and submission of the additional duty form is required prior to the start of the work for which the additional duty pay is being recommended.***
- Note:** ***If the additional duty pay involves grant funds, approval from Sponsored Research and Programs will also be required prior to the form being sent to HR.***
- Step 4** A scanned or faxed copy of the additional duty form must be submitted to HR. The HR Partner will then extend the Graduate Assistant appointment in the PeopleSoft system.
- Step 5** Once the work has been completed, the student and the Budget Unit/Department Head will complete and sign the certification of work completion portion on the bottom of the form and then send the original form to HR.

***If you have questions, call the appropriate Human Resources (HR) Partner at extension 5431***