# Instructions for Faculty Extra Compensation

Before extra compensation can be offered to a faculty member, prior approval must be obtained from the Office of the Provost at provostforms@yale.edu. Refer to Policy 1001 Compensation Above Salary for further guidance.

## Provostial Pre-Approval for Faculty Extra Compensation

To obtain pre-approval for extra compensation, please complete the following steps:

### Requester:

1. Complete Form 1001 FR.01 *Request for Provostial Pre-Approval for Faculty Extra Compensation* and submit it to the lead administrator of the paying department. If the source of funds is a grant, please obtain sign-off from OSP or FRMS before sending the form to the lead administrator.

### Lead Administrator:

1. Confirm funding is correct and available for this purpose and indicate your approval on the form. If grant-funded, be sure appropriate OSP or FRMS approval is documented on the form. If not grant funded, move on to Step 2.

2. Insure the Workday position for the faculty member is active/will be active for the proposed period of work/payment. If you cannot see this information, contact the faculty member's Supervisory Org. Operations Manager to verify this information. If the position is not active, they cannot be paid via extra compensation.

3. Email completed form and all supporting documentation to provostforms@yale.edu for Provostial authorization. Once authorized, the form will be returned to the lead administrator.