

Off-Cycle Pay Actions Justification Form

- This form is must accompany the following type of requests: stipend, overload, retention, expansion of duties, work out of class, reclassification (exclusions), earnings request, special merit increase. Renewals or extensions of stipends and overloads will also require this form.
- Requests are submitted utilizing current method for selected type. (Ex: EOD - MyTrack, attach as an additional document with the request.)
- The request for consideration of the proposed action should be in advance of proposed start date.

1. Requested Action

Payment amount or increase amount requested

Is this a one-time payment?

How was amount determined:

Proposed Effective date

End date if not a permanent increase

Describe

2. Department

Requested By

3. Employee Information

Employee name

Employee ID number

Current position

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4. Justification for proposed action

Please describe reason for pay action

Employee has taken on significant additional duties due to a vacancy. Describe what type of work has been assigned to individual. In order to eligible work needs to be at a higher level than is typically assigned (e.g. stipend, overload, ERF). Please describe reason (attach documents if needed).

Appointment aligns with typical payment of stipend or overload. (e.g. Department head stipends) Please describe:

Retention – Please describe how retaining this employee is critical and could impact university operations. Provide documentation.

Expansion of duties or classification change due to significant, permanent department restructuring with related assignment of significant additional work of a higher level or classification. Please describe (attach additional documentation if needed).

Contractual required payment – Please note

Other - Reason for request may include that it directly impacts critical university operations or is an extenuating circumstance that is tied to a mission critical function or successful recovery from COVID-19 for the university. Please describe.

For questions contact: hrclasscomp@uoregon.edu or sneuhart@uoregon.edu