|  |  |
| --- | --- |
| Primary Contact (name/phone/email) |  |
|  |  |
| Major Department Name |  |
| Major Department UDDS |  |
| Begin Date |  |
| End Date |  |
| FTE Base Salary "A" basis |  |
| Lump sum payment amount |  |
| Percent time (FTE) and/or approximate # of hours to be worked |  |
| Fund - Activity - Account to be charged |  |
|  |  |
| JobCode |  |
| Title |  |
| Position qualifications |  |
| Detailed principal duties | Include detailed principal duties as page 2 |
| Supervisor (name/phone/email) |  |
| Justification (*please explain why using lump sum and why this individual is best for this project*): |  |
|  |  |
| Name of Employee |  |
| Employee ID |  |
| Does individual hold an active UW appt |  |
| Resume | Required -- please attach to this document |
|  |  |
| Signatures/date: |  |
| Individual initiating request: |  |
| CALS HR Manager approval: |  |
| CALS HR payment entry: |  |

*Please attach any supporting documentation that would be helpful in reviewing this request.*

page 2

Detailed principal duties:

**Salary Equivalency Table**

Please show the calculations for the proposed salary using the appropriate salary range for the proposed title and prefix. <http://www.ohr.wisc.edu/polproced/UPPP/How_Use_Sal_Rngs.htm>

*(Lump sum payment should equate to the Salary Range for the proposed title and prefix, as well as any other relevant variables)*

Example:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee name | | |  |  |  |  |  |
| Department | |  |  |  |  |  |  |
| Empl ID: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Annual | Monthly |  |  | 100% |  |  |  |
| 46,980 | 3,915 |  | Sept | 3,915 | 1,100 | 28.10% |  |
|  |  |  | Oct | 3,915 | 1,100 | 28.10% |  |
|  |  |  |  |  | 2,200 |  |  |
|  |  |  |  |  | Lump Sum Payment | |  |
|  |  |  |  |  |  |  |  |