

The Tech Human Resources Office recently revised the Extra Labor Request Form to accommodate a place for the employee's hire date and the supervisor's name. The hire date is the actual first day the person reports to work and including the supervisor's name will assist the Human Resources in contacting the correct person if we have questions.

It is very important that the question regarding the number of hours the supervisor intends for the employee to work is answered correctly. If the employee is hired with the intent of working 80 or more hours per month for three (3) consecutive months, the University is required to report them to the Arkansas Public Employees Retirement System (APERS). This system requires a 5% employee contribution and an 11% employer contribution. However, the employee will have a choice between APERS and the alternate retirement plan, TIAA/CREF, which requires a 6% employee contribution and 10% employer contribution. If membership is not established in the **first** month in which the employee works over 80 hours for three consecutive months, contributions will be retroactive with interest which creates a financial burden for both the employee and the University. *Please keep this in mind when consulting with the employee and budgeting for the position.*

The new form is located on our website, <http://www.atu.edu/hr/forms.shtml> , and we ask that you please discard the old form immediately.

If you have any questions our office number is 356-6203.

**QUARTERLY REQUEST FOR EXTRA LABOR  
OFFICE OF HUMAN RESOURCES**

Date: \_\_\_\_\_

*This request is for quarter: (select only one quarter per request):*

\_\_\_\_\_ July-Sept.                  \_\_\_\_\_ Oct.-Dec.                  \_\_\_\_\_ Jan.-Mar.                  \_\_\_\_\_ Apr.-June

Please assign \_\_\_\_\_ T#: \_\_\_\_\_  
(Name)

to \_\_\_\_\_  
(Department)                                  (Org Number)                                  (Position Number)

in the position of \_\_\_\_\_ at a hourly rate of \$ \_\_\_\_\_ for \_\_\_\_\_ hours.  
(Job Classification)

This person reports directly to \_\_\_\_\_ First Work Date: \_\_\_\_\_  
(Supervisor)

**IS THIS PERSON BEING HIRED WITH THE INTENT OF WORKING 80 HOURS OR MORE PER MONTH FOR THREE (3) CONSECUTIVE MONTHS? IF YES, THE STATE REQUIRES PARTICIPATION IN A RETIREMENT PLAN. PLEASE MAKE ALLOWANCES IN YOUR BUDGET.**                  \_\_\_\_\_ YES                  \_\_\_\_\_ NO

\*\*\*DEPARTMENTS ARE RESPONSIBLE FOR STAYING WITHIN EXTRA LABOR BUDGET AND FOR ANY OVERAGES THAT MAY OCCUR.\*\*\*

\_\_\_\_\_  
Signature of Department Head                                  Dean's Signature (if required by Dean)

- Individuals must complete an application prior to being hired for employment and must meet state job requirements.
- Request form is due in the Human Resources Office two weeks prior to quarter worked.
- Extra Labor employees are eligible to work a limit of 1500 hours in a fiscal year.
- Any exception to the payment of the rate of pay must be requested and approved in writing by the Vice President for Finance and Administration prior to the first work day of employment.
- Pay periods should be requested for one quarter at a time: Jan-Mar.; Apr.-June; July-Sept.; or Oct.-Dec.

Special Approval: \_\_\_\_\_ Date \_\_\_\_\_  
Human Resources

HR APPROVAL: \_\_\_\_\_ PAYROLL APPROVAL: \_\_\_\_\_

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**THIS SECTION MUST BE COMPLETED IF THE EXTRA LABOR EMPLOYEE IS NO LONGER EMPLOYED IN YOUR DEPARTMENT.**

**TERMINATION OF ASSIGNMENT (ATTACH FINAL TIME SHEET)**

Please terminate this assignment effective (*last date of work*) \_\_\_\_\_

Termination of employment: Reason- \_\_\_\_\_; or End of Assignment- \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_