

Macalester College Contingent Pay Program

Macalester College provides a contingent pay program as a vehicle for managers to reward employees for taking on extra work/duties above and beyond their normal assignment for a short period of time. In order to propose a contingent pay award, please complete sections 1 and 2, obtain necessary approvals then forward to Human Resources. Human Resources will review, approve, then return the form to the manager. Once the work plan has concluded, complete section 3, obtain approvals and forward to Human Resources for processing. If you have questions regarding this process, contact Chuck Standfuss, Director of Human Resources, at extension 6268.

Section 1: Employee Data

| | | | |
|----------|------------------------------------|--|--|
| ID | Name (Last, First, Middle Initial) | | |
| Position | Department | | |

Section 2: Pre - Approval

| | | | |
|---|---------------------------|--|------|
| Proposed Start Date: | Proposed Completion Date: | Proposed Dollar Amount (Note: taxes will be withheld): | |
| Salary Budget Number/Grant Number: | | | |
| Contingent Pay Project Proposal (attach additional pages if necessary): | | | |
| Employee Acknowledgement | Date | Manager Approval | Date |
| Line Officer Approval | Date | Human Resources Approval | Date |

Section 3: Confirmation of Completion

| | | | |
|----------------------------|-------------------------|-------------------------------|------|
| Actual Start Date: | Actual Completion Date: | Dollar Amount to be Paid: | |
| Comments: | | | |
| Employee Acknowledgement | Date | Manager Confirmation | Date |
| Line Officer Authorization | Date | Human Resources Authorization | Date |

FOR HUMAN RESOURCES USE ONLY

| | |
|----------------|--------------------------|
| Position Code: | Payroll Date to be Paid: |
|----------------|--------------------------|

CC: Payroll Department