Wharton Additional Pay Pre-Approval Request Form

For Wharton staff requesting additional compensation for work outside the regular scope and responsibilities of their role, completion of this form **before** beginning the work is required. **Please download this form to your computer and open it in Adobe Acrobat (do not complete it in your browser), then fill out and sign your portion, save the document, and forward the saved file to the next signer to prevent the form from locking before all signatures are collected.**

Employee Details

Employee Name
(Last, First):

Penn ID:

Additional Work Details

Additional Work Start Date:

Additional Work End Date:

Schedule & Duration*:*
Provide details of the overall period. (e.g., Mondays, 5:00–7:00 PM, from 6/3-7/15/25.

Description of Work: *Provide a clear and detailed summary of the work, its purpose, and scope.*

Payment Details

Note: *If this work takes place during your normal work hours, please be sure to use PTO for that time.*

Hourly rate or total amount:
(e.g., $35/hour or $700 total)

	%	ORG #	CNAC	Fund	Program	CREF
Funding Details: *If multiple sources, percentages must total 100%*						

Management Approvals

Sponsoring School/Center & Dept:

Sponsoring Manager Name:

Sponsoring Manager Signature:

Date:

Employee's Home Department:

Employee's Direct Manager Name:

Employee's Direct Manager Signature:

Date:

Employee Certification

Before committing to any additional paid activity at the University of Pennsylvania outside of their regular Wharton responsibilities, staff must secure written approval from both their direct supervisor and the Executive Director of Wharton Human Resources and People Operations. This includes, but is not limited to, compensated teaching (credit or non-credit, including executive education), short-term temporary assignments, or project-based work for another school/center within the University.

If the additional work takes place during the employees' regular Wharton work hours, PTO must be used. Exceptions to this requirement must be approved in advance by the Executive Director of Wharton Human Resources and People Operations. To request an exception, please attach a brief memo outlining the rationale.

Approval to assume extramural activity must be secured from the individual's manager, sponsoring department, and the Executive Director of Human Resources and People Operations ***before*** the activity begins. This form will act as supporting documentation for that approval through Workday.

Employee Signature & Date

Executive Director, Wharton HR & People Operations Signature & Date