Other Professional Service (OPS)

☐ Original ☐ Revision ☐ Continuation ☐ Citizen/Permanent Resident
☐ Non-Resident   Visa Status ____ End Date

Employee Information	
Name (Last, First MI):	EmplID:

☐ Administrator ☐ Faculty ☐ Postdoctoral Scholar ☐ Professional

Primary Title:	☐ Fiscal ☐ Academic

*TOTAL FTE:	Home Dept.#:	Home Dept. Name:

Assignment/Description

☐ Incidental/Project-Specific Assignment   ☐ Instruction – Non-credit   ☐ Instruction - Credit

Hiring Dept#:	Hiring Dept. Name:	
Pay Period Start Date:	Expected End Date:	OPS FTE:
Position#:	Total Payment: $	Biweekly Amt.: $

Provide description, dates and justification for the assignment. If instruction related, provide course name and number:

Funding (Non-Sponsored Accounts Only)

Account#	Sub-Account#	Distribution %	Actual to be Paid	Distribution Start Date

Signature/Routing

Contact Person:	Contact Phone#:
Authorized Signer (Hiring Dept.):	Date:
Authorized Signer (Hiring College Dean):	Date:
Authorized Signer (Home Dept.):	Date:
Authorized Signer (Home College Dean):	Date:
Provost/VP:	Date:

*The TOTAL FTE is the **Combined FTE** for all regular jobs and does not include Supplemental Compensation, Summer/Winter Session and Other Professional Service FTEs.

**Submit the OPS form prior to the pay period start date.

Information

OPS information including definitions and examples is available on the [Workforce Systems](#) website.

OPS may not be used for:

- Compensation paid on sponsored accounts
- Non-exempt employees
- Limited Term Adjuncts
- Employees with Combined or Total FTE <0.50
- Assignments greater than a semester

Instructions

Complete the following sections:

Check the appropriate box based on the descriptions below:

Original – the initial request for an OPS payment for each assignment period.

Revision – a change in the total payment amount—the start and expected end dates remain the same as the previously approved OPS assignment.

Continuation – a change in the dates of the previously approved OPS payment—the total payment amount remains the same.

Citizenship Information

- Select the appropriate Citizenship box:

  □Citizen/Permanent Resident □Non-Resident (enter visa status and visa end date if non-resident)

Foreign Nationals – Employees on J, H, O, and TN visa status may not receive OPS compensation. Direct visa related questions and requests to the International Faculty & Scholars office at 626-6289.

Employee Information

- Enter the employee's name as it appears in UAccess Employee in Last, First MI format.
- Enter the employee's EmplID.
- Check the box indicating the employee's condition of employment.

  □ Administrator □ Faculty □ Postdoctoral Scholar □ Professional

- Enter the employee's primary job title.
- Enter the employee's Total FTE (the combined FTE for all regular jobs not including Supp Comp, Summer Session & OPS). Combined FTE can be found in UAccess Employee>Manager Self Service>Job and Personal Information>Position Cross-Reference>Cross-Rcd (tab)
- Check the box which reflects the contract length associated with the employee's primary job.

  □Academic □Fiscal

- Enter the employee's Home Department number and name.

Assignment/Description

NOTE: Please do not use this form for Summer and Winter Session payments—continue with the existing process.

- Check the box that best describes the OPS assignment.
  - Incidental/Project Specific Assignment (non-sponsored)
  - Instruction – Non Credit
  - Instruction – Credit
- Enter the OPS hiring department number and name.
- Enter the pay period start and expected end date (EED).
  - The start and end dates should reflect complete pay periods.
- Enter the OPS FTE for this current assignment. While OPS is not directly tied to hours, please estimate the FTE based on average weekly effort for duration of the assignment. For example, if the OPS assignment is estimated to be approximately 4 hours per week, .10 FTE would be entered as the OPS FTE. OPS FTE is separate and distinct from job FTE and will not add to an employee's combined FTE.
- Enter the OPS position number.
  - Position numbers may be used for multiple incumbents simultaneously; however, the FTE must be the same for all (active) employees hired in the same position.
- Enter the total payment amount.
  - This is the actual or gross amount the employee receives.
- Provide a description, dates and justification for the assignment. If the assignment is instruction related, provide the course name and number.
  - Sufficient information should be provided to ensure work performed is both outside the employee's regular assignment, and falls within the OPS guidelines.

Funding (Non-Sponsored Accounts Only)
- Enter the account number(s) funding the OPS assignment.
- Enter the distribution percent.
    - o   The total distribution must equal 100%.
- Enter the actual to be paid for each account.
- Enter the distribution start date (funding must equal 100% for each period)

Signature/Routing
- Enter the contact person's name and phone number.
- When approving OPS, consideration shall be given to whether the work performed is outside of the employee's regular assignment, falls within the OPS guidelines, and if the employee already has other active OPS and/or supplemental compensation. If the employee is less than 1.0 FTE, consider the applicability of increasing FTE on the current position or by adding a position rather than using OPS.
- Route and obtain authorized signatures.
    Hiring Dept. →   Home Dept. →   Home College Dean →   Provost/VP → Workforce Systems
- Additional approvals may be needed, as determined by the College.