Date

Employee Legal Name Employee G Number

Employee Full Address

Dear Employee Legal Name:

I am pleased to formally offer you extra compensation for additional duties as outlined below.

|  |  |
| --- | --- |
| Start Date | Month, Day, Year |
| End Date | Month, Day, Year |
| Anticipated Hours Per Pay Period | XX hours |
| Total Amount of Payment | $ X |
| Position Number | Position numbers typically begin with 66\*\*\*\* |
| FOAP | XXXXXX-XXXXX-XXXX-XXX |
| Department for these duties | X |
| College/Unit | X |
| Description of duties performed: | X |

This appointment is subject to all applicable University policies as published and modified from time to time on the University policies website, [www.gvsu.edu/policies](http://www.gvsu.edu/policies). There are no benefits associated with this appointment.

Pay dates for this assignment can be found at [www.gvsu.edu/payroll](http://www.gvsu.edu/payroll) under pay calendars, semi-monthly pay dates. The first pay will occur as soon as administratively possible within these pay dates after receipt of this signed appointment letter.

I look forward to contributions you will make to our department.

Sincerely,

Dean/Appointing Officer Name Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Appointing Officer Title

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

cc: Human Resources