

Authorization to Hire Form (ATH)

This form should only be used for full-time or part-time exempt employees.

- Administrative Supplement or Secondary Stipends are paid to exempt staff and faculty. **This applies to interim/temporary work beyond the standard job duties.**
- The ongoing supplemental pay is paid once per month, based on additional services performed above their primary position.
- For Example:
 - A full-time exempt staff employee is temporarily covering for a colleague in a higher-level position that is out on leave.
 - A faculty member is temporarily taking on additional administrative duties as Department Head.
- These requests must also be accompanied by documentation justifying the requested amount.
- Authorization to Hire forms must include an approval from the school/department finance or budget administrator.
- To avoid processing delays, the Authorization to Hire form must be completed in its entirety.
- The HR Compliance Team must be alerted if additional clearances are necessary.
 - If supplemental duties involve interaction with minors, please contact protectionofminors@drexel.edu.
 - If supplemental duties require a specific license or certification, please contact hrcompliance@drexel.edu.
- Completed Authorization to Hire forms should be sent to hr@drexel.edu for HR approvals and HRIS processing. For additional information or questions regarding use of this form, please contact your **Talent Acquisition Consultant**.

Other Additional Payment Types:

- Supplemental pay (one time stipend, no new position number required) is utilized as a way to provide **one-time, additional taxable compensation for work performed outside of normal job responsibilities** by faculty and exempt professional staff. Supplemental pay is processed via [Supplemental Pay Request Form](#).
- Promotions/Wage Adjustments/Title Changes are processed via [Personnel Action Form \(PAF\)](#).
- Non-exempt staff employees can temporarily get an increase in their rate, processed via PAF.
- Current Staff/Faculty picking up a secondary per diem or casual position (a secondary position number is required), must be hired via PageUp.
- All temp employees (temporary, per diem, casual) must be hired via PageUp.
- For questions regarding hiring or additional pay of any type, please contact your **Talent Acquisition Consultant**.

Authorization to Hire Form

Authorization to Hire Secondary Position for Full-Time, Benefit-Eligible Employees

Preparer Name

Preparer Email

Employee Information

University ID

Last Name

First Name

Position Information

PosNumber or NEW

Position Title

PClass (only for Comp)

Timesheet Org

Start Date

End Date

Home Department Name

Monthly Rate

Total Salary

Hours/Pay

Check type of pay:

- Administrative Supplement
- Department Head
- Assistant Department Head
- Associate Department Head
- Assistant Dean
- Associate Dean
- Program Director -- Degree
- Program Director -- Non-Degree
- Assistant Program Director
- Associate Program Director

Fund

Org

Acct

%

Total

Job Duties (provide a brief description of intended job responsibilities)

If supplemental duties involve interacting with minors, please contact protectionofminors@drexel.edu.

If supplemental duties involve additional licensure or certifications, please contact hrcompliance@drexel.edu.

Please send the completed form to hr@drexel.edu.

Approvals

Supervisor

Name

Signature

Date

Budget Admin

Name

Signature

Date

Director/Dean

Name

Signature

Date

Compensation/HRIS

Name

Signature

Date