

TASK APPROVAL FORM
UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER
AT FORT WORTH

POLICY 4.01: A task assignment is considered a separate job from, and is performed outside of the regular schedule for the employee. The effort devoted to it will be clearly in addition to, and unrelated to, the employee's regular assignments. (Please attach a current job description)

Staff Member's Name _____ Title _____

Employee ID Number _____ Department _____

Task Start Date _____ Task End Date _____ Estimated Hours of Work _____

Detailed description of work to be performed:

Base Department Number: H _____

Funding Source _____ Amount _____ Funding Position (HR Use Only) _____

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Total Amount of Task Payment \$ _____

A one-time payment is considered when determining the amount of the State's contribution to retirement.

Entry Dates (HR Use Only) Hire Date: _____ Term Date: _____

*** The Department's Executive Vice President must approve before returning Task Hrm-6 to HRS. President Scott Ransom may also approve.....**

UNTHSC Executive Vice President's:

Dr. Thomas Yorio

Dr. Kathleen Forbes

Steve Russell

Executive Vice President Date

VP Human Resource Services Date

Attach Approval Form to Hrm-6