Extra Duty Instructions:

1. Save Extra Duty Template, excel spreadsheet to desktop
2. Fill in all fields
3. Fill out all department contact information.
4. Save using this format: "Dept Name_ extra duty_ Paydate.xlsx
5. Before submitting confirm residents have logged their extra duty (moonlighting duty) hours into New Innovations under Duty Hours. Additionally, Residents on a VISA require prior approval.
6. Email excel spreadsheet to COM-HR, Graduate Programs, Eraina Carter raina78@ufl.edu for processing in PeopleSoft.