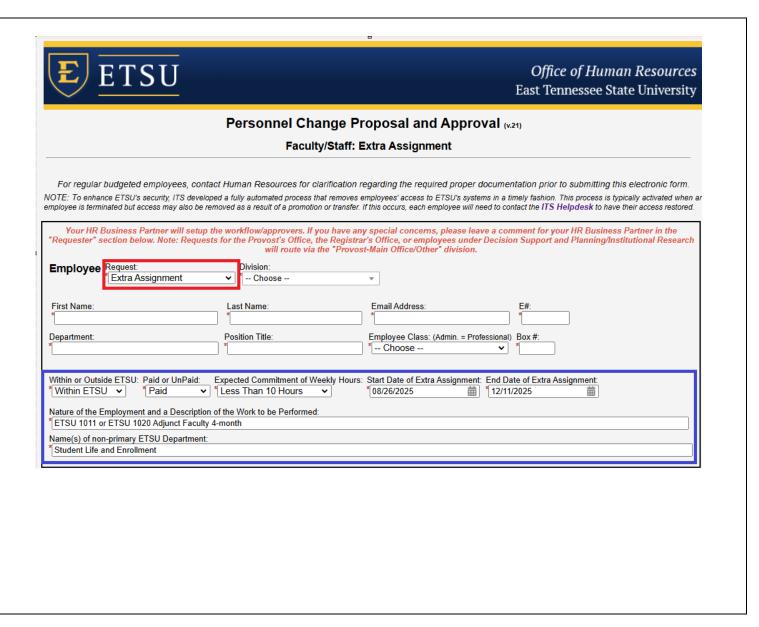
Extra Assignment forms are now submitted using the Personnel Change Proposal and Approval Dynamic Form. Speak to your direct supervisor about submitting the Extra Assignment form online so they will be expecting the form. Use this <u>link</u> to the HR Documents and Forms Page to search for the Personnel Change Proposal and Approval form.

- 1. Select Extra Assignment
- 2. Select your division
- 3. Enter your name, email address, E#, department, position title
- 4. Select your class
- 5. Add your ETSU PO Box #
- 6. Select Within ETSU
- 7. Select Paid
- 8. Select Less than 10 hours
- 9. Enter start date of: 08/25/2025
- 10. Enter end date of: 12/11/2025
- 11. Enter ETSU 1011 or ETSU 1020 Adjunct Faculty 4-month
- 12. Enter Student Life and Enrollment



Your name and email information will auto generate.

- 13. Electronically sign the form.
- 14. Add your direct supervisor's information
- 15. Submit form

