


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 [link](#) 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](#)



Office of Human Resources
 East Tennessee State University

Personnel Change Proposal and Approval (v.21)
Faculty/Staff: Extra Assignment

For regular budgeted employees, contact Human Resources for clarification regarding the required proper documentation prior to submitting this electronic form.
 NOTE: To enhance ETSU's security, ITS developed a fully automated process that removes employees' access to ETSU's systems in a timely fashion. This process is typically activated when an employee is terminated but access may also be removed as a result of a promotion or transfer. If this occurs, each employee will need to contact the [ITS Helpdesk](#) to have their access restored.

Your HR Business Partner will setup the workflow/approvers. If you have any special concerns, please leave a comment for your HR Business Partner in the "Requester" section below. Note: Requests for the Provost's Office, the Registrar's Office, or employees under Decision Support and Planning/Institutional Research will route via the "Provost-Main Office/Other" division.

Employee Request:

Extra Assignment

Division:
 -- Choose --

First Name:

Last Name:

Email Address:

E#:

Department:

Position Title:

Employee Class: (Admin. = Professional)
-- Choose --

Box #:

Within or Outside ETSU: Paid or UnPaid:

Expected Commitment of Weekly Hours:

Start Date of Extra Assignment:

End Date of Extra Assignment:

* Within ETSU
 * Paid

* Less Than 10 Hours

* 08/26/2025

* 12/11/2025

Nature of the Employment and a Description of the Work to be Performed:
 * ETSU 1011 or ETSU 1020 Adjunct Faculty 4-month

Name(s) of non-primary ETSU Department:
 * 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

Acknowledgements, Signatures, Comments, Attachments, and Workflow (Setup by Human Resources Business Partner)

Requester	*	*	*	*	
Last Name:	First Name:	Email Address:	(click to sign)	Requester Signature:	Date:
Supervisor has informed the Employee of this proposal. *		<input type="checkbox"/>			
Comments and/or Attachment(s)?		<input type="checkbox"/>			
Employee's Current Supervisor - Name:					
<input type="text"/>					

HR Business Partner - Eligibility/Approval	Mandatory Workflow Participant	Effective Date & Change Code (HR Use Only):	Mark Coleman / Ryan Fogleman / Rachel Hatfield / Perrin Herring / Kasey Hommel / Wayne Rogers
		<input type="text"/>	

Save Progress Submit Form