

## Quarter Off Duty (QOD) Instructions & Process

<http://ehe.osu.edu/admin/business/downloads/qod-form.xls>

### **All QOD's must be approved prior to QOD by School Director**

According to the *OAA Policies & Procedures Handbook, Section III- Faculty Extra Compensation*, Off Duty Quarter appointments for 9-month faculty

- May not exceed 2/9 of the base salary from University funds, Cannot earn > 100% or 1/9 of base salary.
- May not exceed 3/9 of the base salary from external grant and contract funds. University funds portions may not exceed 2/9.

Supplemental Compensation may not be used to exceed these limits

Nine-month faculty earning Off Duty Quarter pay are expected to be on duty during these months

### **Required Instructions**

- **FOR OUTSIDE T&L - Complete entire form until you reach the calculation box** (*Calculation of Quarter Off Duty(QOD) Limit box will be completed by Human Resource Administrator*)
- **FOR INSIDE T&L – Provide the below information via email to HR Administrator**

### **Faculty/Staff Responsibilities:**

- Name
  - EID
  - Home Department
  - Home College
  - Quarter Off- Use Pull-Down Menu
  - Description of Service during QOD
  - When (Months)- when receiving compensation
  - Compensation- broken down per month
  - Funding Source(s)- funding to pay for services
  - Individual's base compensation for current fiscal year
- **Signatures required:**
    - Faculty or Staff (Person who is receiving QOD)
    - Outside Home Dept- need signature of Dept paying for QOD
  - **Turn completed form into Jacquelyn Severance's mailbox, 327 Arps Hall or PDF to [jseverance@ehe.osu.edu](mailto:jseverance@ehe.osu.edu) for final approvals and processing.**