

### How to Complete a 220 form

- Write the date the form is completed
- Write the name and HMRS employee ID including Employee Record # of the individual concerned
- Write the individual's home division and department names and numbers
- Write the division and department names and numbers in which the additional work is to be performed
- Write the pay period beginning and end dates of the additional work (Additional/extra work should not continue on for more than 4 weeks)
- Attach to the 220 form back up documentation, showing the dates and times worked (please include in and out times)
- Provide a brief description of the additional work and show the new classification if it is different than the regular (primary) classification
  - Example: A laboratory technician II (job code 0309) subs for a week on a part-time basis for a receptionist clerk II (job code 0536). The form should read, "Served as receptionist for patients and visitors, recorded visits, and filed charts (job code 0536)
- Include the dollar amount you wish to pay. Including calculations and documentation showing how you arrived at that amount
- Provide the account(s) to which the additional work will be charged
- Write the individual's regular job classification
- Write the individual's regular hourly rate.
  - Note: If additional work is clearly in a different classification requiring payment of a different rate, please indicate this in the "Remarks" section
- Write any necessary and proper remarks
- Authorization from department where additional work is to be performed signs and dates the 220 form and then forwards it to the individual's home department
- Authorization from individual's home department signs and dates the 220 form and submits it to Payroll for processing.
- Please make sure to print the name of the individual signing the form and include a phone number to contact