

UADA Policy 440.10
Annual Reporting of Extra Income

Scope

This policy applies to all salaried employees of the Division of Agriculture on full-time regular nine-month or twelve-month basis

Policy

Pursuant to A.C.A. 21-8-201 et seq. and UA System-wide Policies and Procedures ([UASP 440.1](#)), all salaried employees of the Division of Agriculture on full-time regular nine-month or twelve-month basis are required to file an Annual Report of Extra Income statement under oath on or before January 31 with the President of the University of Arkansas System. This statement reflects all income in excess of \$500 earned by them during the preceding calendar year from a single source [other than their regular salary] as wages or from professional or consultant services rendered for another public agency of the State. This includes salary or other payments received by an employee regularly employed at one campus or unit for services performed at another campus or unit of the University System, such as adjunct teaching under concurrent employment. Each source from which income for services covered by this act exceeds \$500 must be reported. If the cumulative total of income for services covered by this act exceeds \$500 but no income from a single source exceeds \$500, no report need be filed.

“Public agency” includes the University System, state board, commission, institution, office or agency; city, county, school district or any agency, division of instrumentality thereof, including agencies, divisions or instrumentalities which are funded in part with funds provided by state appropriations; or any area or regional program in this state which derives financial support in whole or in part from state funds or from any nonprofit corporation, foundation or organization.

An employee who fails to file, or who falsely files, the statement required by Act 849 of 1977 shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than fifty dollars or more than five hundred dollars.

The Annual Report of Extra Income is completed annually in Workday.

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