



FULL-TIME FACULTY ADDITIONAL PAY AUTHORIZATION FORM

(Do not use this form for Part-Time Faculty)

ACADEMIC YEAR _____

Last Name: _____ **First Name:** _____

Division: _____ **Dept:** _____ **CWID No:** _____

Job Title*: _____

* Describe duties being performed on an additional page for each assignment

Index Code _____ or Fund _____ Org _____ Acct 1430 Program _____

Please Be Aware Of Begin And End Dates Of Each Quarter. Total Amount Must Be A Rounded Number

<u>Faculty – Instructional</u>	<u>Rounded</u>	<u>For Payroll Use Only</u>	
SUMMER Start: _____ End: _____	Total Amt: \$ _____	Pos# _____	Entr'd By: _____ Date: _____
FALL QTR Start: _____ End: _____	Total Amt: \$ _____	Pos# _____	Entr'd By: _____ Date: _____
WTR QTR Start: _____ End: _____	Total Amt: \$ _____	Pos# _____	Entr'd By: _____ Date: _____
SPR QTR Start: _____ End: _____	Total Amt: \$ _____	Pos# _____	Entr'd By: _____ Date: _____
 Faculty – Non-Instructional		Hours Only	
SUMMER Start: _____ End: _____	Total Hrs: _____	Pos# _____	Entr'd By: _____ Date: _____
FALL QTR Start: _____ End: _____	Total Hrs: _____	Pos# _____	Entr'd By: _____ Date: _____
WTR QTR Start: _____ End: _____	Total Hrs: _____	Pos# _____	Entr'd By: _____ Date: _____
SPR QTR Start: _____ End: _____	Total Hrs: _____	Pos# _____	Entr'd By: _____ Date: _____
Comments: _____		Bracket: _____	Step: _____
_____		Retro/District Payroll: Entr'd By: _____	Date: _____

SIGNATURE APPROVALS

_____ Originator's Name (Please Print)	_____ Ext./Date	_____ Faculty Member	_____ Date
_____ Division Dean	_____ Date	_____ Area Vice President	_____ Date
_____ Director, Budget & Personnel	_____ Date	_____ Associate V.P. of Instruction	_____ Date

*All Additional Pay is presumed No Load unless initialed by the A. V.P. of Instruction. Load Initialed by: _____ AVPI COLA: Yes No

Note: All required signatures submitted must be forwarded to the Director of Budget & Personnel for final approval. Original to be processed and kept on file in Campus Payroll with appropriate copy to District Payroll for processing.