


<b>Distribution:</b> Send original and yellow copy to Human Resources. Retain pink. Print on 3-part NCR paper.		<b>Human Resources</b> <b>Statement of Appointment</b> <b>Part-Time Credit Instructor</b> F0301 Non-Contracted			 <b>Lane</b> Community College	
Name (Last) (First) (Mi)		"L" number <b>L</b>		Submitting Department / Division		Term / Year <b>Spring 07</b>
<b>Action Requested</b> [ ] New Hire (Attach W-4, I-9 & Confidentiality) [ ] Termination Voluntary [ ] Termination Involuntary			Table	FP	<b>Calculations:</b> • # credits assigned / full time term load = FTE (If your department assignments are not credit based then use your departments assigned equivalent) • FTE x full time term pay (PT salary schedule) = term pay • Term pay / # of pay periods = per pay period amount <b>To calculate credits if 15 credits is not your departments full time per term base: FTE x 15 credits = credits</b>	
			Grade	01		
			Step			

### Payroll Account Distribution

Position No.	Suff ix	Appt %	F O A P	Beg. Date	End Date	Hrs per Pay	Assigned Salary	Timesheet Org	Labor Dist %

**Comment:**

Assignment Course No.	Course Title	FTE	Credit Hour Equiv./TLC
		<b>Term FTE</b>	<b>Total Credit Hour Equivalent</b>

### Part-Time Class Cancellation Process

	Course cancelled 2 calendar weeks or more before start of term (or 1 <sup>st</sup> class meeting):	Course cancelled within the 2 calendar weeks before start of term (or 1 <sup>st</sup> class meeting):	Course cancelled after the start of term (or 1 <sup>st</sup> class meeting):
Instructor has taught course within past 2 years	<ul style="list-style-type: none"> <li>Cancel PTSOA if completed</li> <li>No compensation</li> </ul>	<ul style="list-style-type: none"> <li>Cancel PTSOA if completed</li> <li>Prepare PAF for hourly pay (F96xxx)</li> <li>Up to 4 hours prep compensation</li> </ul>	<ul style="list-style-type: none"> <li>Cancel PTSOA if completed</li> <li>Prepare PAF for hourly pay (F96xxx)</li> <li>for all class time met and up to 4 hours prep/syllabus compensation</li> </ul>
Instructor has <b>not</b> taught course within the past 2 years	<ul style="list-style-type: none"> <li>Cancel PTSOA if completed</li> <li>No compensation</li> </ul>	<ul style="list-style-type: none"> <li>Cancel PTSOA if completed</li> <li>Prepare PAF for hourly pay (F96xxx)</li> <li>Up to 4 hours prep compensation</li> </ul>	<ul style="list-style-type: none"> <li>Cancel PTSOA if completed</li> <li>Prepare PAF for hourly pay (F96xxx)</li> <li>For all class time met and up to 10 hours prep/syllabus compensation</li> </ul>

### Approvals

Submitted by	Extension	Date
Div/Dept Chair	Date	Human Resources Date

### Human Resources Only

Employee Class	Dues 4F1	Dues 4F3	Hourly Rate	Health Clinic/Insurance	DB Enty Date
F2 F4 F6	8.46 or 10.36 or 13.34 or 17.17	4.28		3E1 Yes No	