

**Distribution:**  
Send original and yellow copy to Human Resources. Retain pink. Print on 3-part NCR paper.

**Human Resources  
Statement of Appointment  
Part-Time Credit Instructor  
F0301 Non-Contracted**



<b>Name (Last)</b>	<b>(First)</b>	<b>(Mi)</b>	<b>"L" number</b> <b>L</b>	<b>Submitting Department / Division</b>	<b>Term / Year</b>
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<b>Action Requested</b> <input type="checkbox"/> New Hire (Attach W-4, I-9 & Confidentiality) <input type="checkbox"/> Termination Voluntary <input type="checkbox"/> Termination Involuntary	<b>Table</b>	<b>FP</b>	<b>Calculations:</b> <ul style="list-style-type: none"> <li># credits assigned / full time term load = FTE            (If your department assignments are not credit based then use your departments assigned equivalent)</li> <li>FTE x full time term pay (PT salary schedule) = term pay</li> <li>Term pay / # of pay periods = per pay period amount</li> </ul> <b>To calculate credits if 15 credits is not your departments full time per term base:</b> FTE x 15 credits = credits
	<b>Grade</b>	01	
	<b>Step</b>		

**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
		<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	