

Purpose: A payroll amendment is required for all additions, deletions and changes to faculty payments made for the summer sessions and for all payments made to part faculty members



### Step3: Changes ONLY

This section should be used if you are making a change to a payment request that has already been submitted. If you are changing the amount to be paid, combination code, session, or credit hours, use this section. **ONLY** This section is not for adding or deleting an entire payment.

- x Teaching Assignments
  - o Enter the Subject, Course#, Section, and CRN of the course as originally submitted
- x Non-Teaching Assignments
  - o Enter the assignment description as originally submitted
- x Last Submission Enter the values that were originally submitted for the assignment being changed
  - o Gross Pay: Enter the gross amount of the payment to the faculty member that was originally submitted
  - o Combination Code (12 digits): Enter the 12-digit code used to charge the expense for the payment originally submitted
  - o Session: Enter the session number originally submitted for the payment (*for teaching assignments only*).
  - o Credit Hours: Enter the credit hours originally submitted (*for teaching assignments only*).
  - o Avg Hrs/Week: Enter the average hours per week originally submitted (*for non-teaching assignments only*).
- x Revised Submission: Enter the new, revised values for the assignment being changed.
  - o Gross Pay: rig0gTj -0.0k 4 48 0 Td [(no)J 0 Tc 0 Tw 3.217 0 Td ( )Tj -0.0cTd [(f)h4 (e)-3a.3 (.5 (i) T

Step5: Approvals(REQUIRED)

Enter the name of the person who completes the payroll amendment with the date of completion in Box 1 of the form. All remaining signatures must be processed through DocuSign.

x PA for Teaching Assignments

o Required approval for fulltime faculty payroll amendments faculty member, chair/director, business manager, dean, and faculty affairs.

o Required approval for parttime faculty payroll amendments fav-6.6.6 ( a6 (04 Tc -0.152 0 Td90(R)-1.5