

Authorization for Unclassified Pay\*

*\*Use this form for: 1) Individuals teaching who are not currently members of the AAP bargaining unit;*

1. *Summer Session pay;*
2. *Casual Employees.*

 For all eligible bargaining unit members use the Recommend to Hire Form. If in doubt, call the Budget Office (2-3395,) Human Resources (2-3548), or Payroll (2-3634) for assistance.

To: **Budget Office**  Department:

Employment Dates: From To

|  |  |  |
| --- | --- | --- |
| Employee Name | ID Number | Payment |
|  |  |  |

Assignment: \_\_\_\_\_ Non-teaching \_\_\_\_\_ Summer Session

 \_\_\_\_\_Online Instruction ­­­\_\_\_\_\_ Casual employee

Title (e.g., Instructor, Asst Football Coach) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Responsibilities:

Base Rate to use, if different than standard base for online instructors, Step 0 ($30,748): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Pay will be spread during the period of time covered by the employment start and end dates

Budget Source: Index $ %

 Index $ %

 Index $ %

Dean/Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost/Vice President Date

For Budget Use Only: Term FTE (calculator attached)\_\_\_\_\_\_\_\_\_ ; Date \_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_

For Payroll Use Only: Employee Class \_\_\_\_\_\_\_\_\_; Position number: \_\_\_\_\_\_\_\_\_;

Rev. 03/04/11