KENNESAW STATE UNIVERSITY

# Payroll Amendment
# TEACHING ASSIGNMENTS

*Part-time faculty: FALL, SPRING, SUMMER*
*Full-time faculty (9-month): SUMMER ONLY*

Faculty Legal Name: _____ EMPLID: _____ KSU ID: _____

Home Department: _____ Session: ☐ Spring ☐ Summer ☐ Fall Year: _____

## Teaching Assignments: Additions or Deletions ONLY

*Complete this section to ADD and/or REMOVE assignment(s).*

| Subject | Course Number | Section | CRN | Credit Hours | Session | Combination Code (12 digits) | Gross Earnings | Addition | Deletion |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | ☐ | ☐ |
| | | | | | | | | ☐ | ☐ |
| | | | | | | | | ☐ | ☐ |
| | | | | | | | | ☐ | ☐ |

Reset Checkboxes

***As a result of addition(s) or deletion(s), partial benefits eligible (PBE) status:*** _____ ***Position #:*** _____

## Teaching Assignments: Changes ONLY

*Complete this section to CORRECT existing assignment(s).*

Subject: _____ Course: _____ Section: _____ CRN: _____

| | Gross Pay | Combination Code (12 Digits) | Session | Credit Hours |
|---|---|---|---|---|
| Last Submission: | | | | |
| Revised Submission: | | | | |

Subject: _____ Course: _____ Section: _____ CRN: _____

| | Gross Pay | Combination Code (12 Digits) | Session | Credit Hours |
|---|---|---|---|---|
| Last Submission: | | | | |
| Revised Submission: | | | | |

Subject: _____ Course: _____ Section: _____ CRN: _____

| | Gross Pay | Combination Code (12 Digits) | Session | Credit Hours |
|---|---|---|---|---|
| Last Submission: | | | | |
| Revised Submission: | | | | |

Subject: _____ Course: _____ Section: _____ CRN: _____

| | Gross Pay | Combination Code (12 Digits) | Session | Credit Hours |
|---|---|---|---|---|
| Last Submission: | | | | |
| Revised Submission: | | | | |

## *REQUIRED* Description of Amendment *REQUIRED*

## Approvals

1. Completed by: _____ Date: _____
2. Faculty Member: _____ Date: _____
3. Chair/Director: _____ Date: _____
4. Business Mgr:* _____ Date: _____
5. Dean:* _____ Date: _____
6. Borrowing Chair:* _____ Date: _____
7. Faculty Affairs: _____ Date: _____

**Dean & Business Mgr approval required by AAF for full-time faculty only.*
*Borrowing Chair approval required when assignment falls outside home department.*

Reset Form