

Distribution: To be emailed to HR Payroll team Fleming, Robin (last name A-L) Volker, Cheryl (last name M-Z)		Human Resources Statement of Appointment Part-Time Credit Instructor F0301 Non-Contracted		 Lane Community College	
Name (Last)	(First)	(Mi)	“L” number L	Submitting Department / Division	Term / Year
Action Requested <input type="checkbox"/> New Hire (Attach W-4, I-9 & Confidentiality) <input type="checkbox"/> Termination Voluntary <input type="checkbox"/> Termination Involuntary			Table Grade Payroll Step	FP 01	Calculations: <ul style="list-style-type: none"> # 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 To calculate credits if 15 credits is not your departments full time per term base: FTE x 15 credits = credits

Payroll Account Distribution

Position No.	Suffix	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 Equivalent
Term FTE		Total Credit Hour Equivalent	

Part-Time Class Cancellation Process

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

Approvals

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

Human Resources Only

Employee Class	Health Insurance
F2 F4 F6	Yes No