This form is required for all additions, deletions and changes to faculty payments made for the summer sessions and for all payments made to part-time faculty members during the spring and fall semesters.
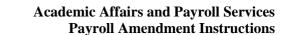
1. Faculty Member: Enter the name of the faculty member. Please use the name on the employee's ID badge or legal name. Do not use nicknames or abbreviated names.
2. KSU ID: Provide the KSU ID as it is printed on the faculty member's ID badge.
3. Home Department: List the name of the home department in which the faculty member resides, regardless of who is funding the payment being added, deleted, or changed.
4. Session: Select one of the three options, Spring, Summer, or Fall. For Maymester or Augmester payments, select "Summer".
5. Year: Enter the calendar year for the session being adjusted. For instance, if the adjustment is for the fall semester, then select 'Fall' and enter 2014 for the year.

"This Section for Additions/Deletions ONLY"
If you are adding new payments or deleting an entire payment that was previously submitted, use this section. You can add or delete up to three (3) instructional assignments and two (2) non-instructional assignments on one amendment.

Instructional Assignments

6. Course: Enter the Course abbreviation for the assignment (i.e. ENGL, COM, etc.)
7. Crs #: Enter the Course number that appears in Banner. (i.e. 1101, etc.)
8. Section: Enter the Section number for the course (i.e. 01, W01, etc.)
9. CRN: Enter the CRN for the course as it appears in Banner.
10. Credit Hours: Enter the credit hour equivalency for the instructor. This is not the credit hours for the course but should be entered as the credit hours that the instructor is getting credit/paid for.
11. Contact Hours: Enter the contact hours for the course. This is the sum of the lab hours and lecture hours as listed in Banner. **This required for ACA purposes.**
12. Session: Enter the session for the course. For the summer this would be as follows:
    a. 1 = full term
    b. 3 = June
    c. 4 = July
    d. 5 = Maymester
    e. 5WE = 5 week early term

f. 5WL = 5 week late term

g. 6 = 6-week session split between June and July

h. 6A = 6 week session split between May and June

i. 7 = Study Abroad

j. 8 = 8-week session split between June and July

k. 8WL = 8 week late term

l. 8WS = 8 week early term

m. 9 = Augmester

For Spring and Fall you can enter '1' or 'Spring' or 'Fall'

13. ADP Budget Code: This is the 12-digit code that is used to charge the expenses for the payment.

14. Gross Earnings: Enter the gross amount of the payment to the faculty member.

15. Add/Delete check boxes:

    a. If you are adding the assignment select the 'Add' check box.

    b. If you are deleting the assignment, select the 'Delete' check box

Non-Instructional Assignments

16. Description: Enter the detailed description of the non-instructional assignment to be processed.

17. Begin Date: Enter the approximate date that work began, or will begin, on the assignment. **This is required for ACA purposes.**

18. End Date: Enter the approximate date that work will end, or did end, on the assignment. **This is required for ACA purposes**.

19. Std Wrk Hours: Enter the approximate number of hours per week that the faculty member will work on the project between the begin and end dates provided. **This is required for ACA purposes**.

20. Session: Session: Enter the session for the course. For the summer this would be as follows:

    a. 1 = full term

    b. 3 = June

    c. 4 = July

    d. 5 = Maymester

    e. 5WE = 5 week early term

    f. 5WL = 5 week late term

    g. 6 = 6-week session split between June and July

    h. 6A = 6 week session split between May and June

    i. 7 = Study Abroad

    j. 8 = 8-week session split between June and July

    k. 8WL = 8 week late term

    l. 8WS = 8 week early term

    m. 9 = Augmester

For Spring and Fall you can enter '1' or 'Spring' or 'Fall'

21. ADP Budget Code: This is the 12-digit code that is used to charge the expenses for the payment.

22. Gross Earnings: Enter the gross amount of the payment to the faculty member.

23. Add/Delete/Off Cycle check boxes:
    a. If you are adding the assignment select the 'Add' check box.
    b. If you are deleting the assignment, select the 'Delete' check box

    "This Section for 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 deleting the entire payment, use the section above for deletions. If you are changing the amount to be paid, distribution code, session, or contact hours, use this section. You may only change one payment on each amendment.

24. Instructional Assignment Checkbox: Select this box if you are changing an instructional assignment.
    a. Course: Enter the Course abbreviation for the assignment (i.e. ENGL, COM, etc.)
    b. Crs #: Enter the Course number that appears in Banner. (i.e. 1101, etc.)
    c. Section: Enter the Section number for the course (i.e. 01, W01, etc.)
    d. CRN: Enter the CRN for the course as it appears in Banner.

25. Non-Instructional Assignment Checkbox: Select this box if you are changing a non-instructional assignment. Note, if you are changing a non-instructional assignment you will need to report the standard work hours, below.

26. Original Submission: Report on this line the values that were originally or last submitted, for the assignment being changed.
    a. Gross Pay Amt: Enter the gross amount of the payment to the faculty member that was originally requested.
    b. ADP Budget Code: This is the 12-digit code that is used to charge the expenses for the payment.
    c. Session: The original session requested for the payment.
    d. Contact Hours: Enter the total contact hours (lab plus lecture hours) if this is a change to an instructional assignment. Enter the standard work hours originally submitted if this is a non-instructional change.

    e. Credit Hrs: Enter the credit hours originally listed.

27. Revised Submission: Report on this line the new, revised, information for the assignment.
    a. Gross Pay Amt: Enter the new gross amount of the payment to the faculty member. Do not enter the change amount. Enter the new, revised amount to be paid.

b. ADP Budget Code: This is the 12-digit code that is used to charge the expenses for the payment.

c. Session: The revised session requested for the payment.

d. Contact Hours: Enter the new total contact hours (lab plus lecture hours) if this is a change to an instructional assignment. Enter the new standard work hours if this is a non-instructional change.

e. Credit Hrs: Enter the new credit hours for the faculty member.

Description of the Amendment
Use this section to provide any remaining details and reasons for the adjustment. If special payment arrangements have been made, enter them here. Please provide as much detail about the amendment as needed in order to help speed processing of the amendment.

Approvals: (sign and date)
This form must be signed by the faculty member, the requester, the director or department head (chair), the Dean or Division head, and the Business Manager. If distribution is to a grant, approval must also be provided by Grants as well.

The form should then be sent to Academic Affairs where the Academic Affairs Fiscal Manager will review if required. Academic Affairs will then process the amendment and forward it to Payroll Services.