

Payroll Amendment Instructions

Purpose: 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.

Step 1: Complete top portion

- **Faculty Member:** Enter name of the faculty member. Please use the employee's legal name. Do not use nicknames or abbreviated names.
- **KSU ID:** Provide the KSU ID as it is printed on the faculty member ID badge.
- **Home Department:** List the name of the home department in which the faculty member belong to regardless of which department is funding the payment.
- **Session:** Select one of three options – Spring, Summer, or Fall.
 - For Maymester, please select Summer
- **Year:** Enter the calendar year for the session being adjusted.

Step 2: "This Section For Additions/Deletions ONLY"

If you are adding new payments or deleting an entire payment previously submitted, use this section. You can add or delete up to three (3) instructional assignments and/or two (2) non-instructional assignments on the amendment.

Instructional Assignments

- **Course:** Enter the Course abbreviation for the assignment (i.e. ENGL, COM, etc.)
- **CRS Number:** Enter the Course number that appears in Banner (i.e. 1101, etc.)
- **Section:** Enter the Section number for the course (i.e. 01, W01, etc.)
- **CRN:** Enter the CRN for the course as it appears in Banner
- **Credit Hours:** Enter the credit hours for the course
- **Session:** Enter the session number for the course
 - For Fall & Spring use:
 - 1 = Full Term
 - Use the Part of Term chart for Summer ONLY (REQUIRED)

SUMMER SEMESTER					
Part of Term	Description	Number of Weeks	May %	June %	July %
1	10 Week Session	10	20%	40%	40%
3	Summer I Four-Week Session	4		100%	
4	Summer II Four-Week Session	4			100%
5	May Session	2	100%		
6A	Summer Six-Week Session	6		50%	50%
7	Study Abroad	10	TBD	TBD	TBD
8	Eight-Week Session	8		50%	50%
10	Learning Communities	8		50%	50%

- **Combination Code (12 digits):** Enter the 12 digit code that is used to charge the expense for the payment
- **Gross Earnings:** Enter the gross amount of the payment to the faculty member
- **Add/Delete Boxes:**
 - If you are **adding** a course, select the “Add” check box
 - If you are **deleting** a course, select the “Delete” check box

Non-Instructional Assignments

- **Assignment Description:** Enter the detailed description of the non-instructional assignment to be processed
- **Begin Date:** Enter the approximate date the work for the assignment will begin or has begun.
 - **This is used for ACA purposes.**
- **End Date:** Enter the approximate date the work for the assignment will end or has ended.
 - **This is used for ACA purposes.**
- **Avg Hrs/Week:** Enter the approximate number of hours per week that the faculty member will work on the project between the begin and end dates provided
- **Session:** Enter the session for the course.
 - For Fall and Spring use:
 - 1 = Full Term
 - For Summer, use the Part of Term chart above
- **Combination Code (12 digits):** Enter the 12 digit code that is used to charge the expense for the payment
- **Gross Earnings:** Enter the gross amount of the payment to the faculty member
- **Add/Delete Boxes:**
 - If you are **adding** a course, select the “Add” check box
 - If you are **deleting** a course, select the “Delete” check box

Step 3: “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 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. **ONLY** one (1) change per payroll amendment.

- **Instructional Assignment Checkbox:**
 - Select this box if you are changing an Instructional Assignment
 - Enter the Course, CRS Number, Section, and CRN of the course that is listed on the workbook
- **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 Avg Hrs/Week below.
- **Original Submission:** Report on this line the values that were originally or last submitted for the assignment being changed
 - **Gross Pay:** Enter the gross amount of the payment to the faculty member that was originally requested
 - **Combination Code (12 digits):** Enter the 12 digit code used to charge the expense for the payment originally requested
 - **Session:** Enter the session number originally requested for the payment
 - **Avg Hrs/Week:** Enter the total hours for the non-instructional assignment originally requested
 - **Credit Hours:** Enter the credit hours originally listed
- **Revised Submission:** Report on this line the new, revised information for the course/assignment
 - **Gross Pay:** If you are making changes to the gross pay, enter the new gross amount of the payment to the faculty member. **DO NOT** enter the change (difference) amount.
 - **Combination Code (12 digits):** If you are making changes to the combination code, enter the new combination code to charge the expenses for the payment
 - **Session:** If you are making changes to the session (Part of Term), enter the revised session requested for the payment.
 - Summer ONLY
 - **Credit Hours:** Enter the new credit hours of the course for the faculty member

Step 4: Description of Amendment (REQUIRED)

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

Step 5: Approvals (REQUIRED)

The Faculty member, the Requestor, the Director and/or Department Chair, and the Business manager must sign this form. If the combination code is to Grant, approval must also be provided by Grants as well.

After acquiring all of the above signatures, forward the form to Academic Affairs for their signatures.