Purpose: A payroll amendment is required for all additions, deletions and changes to faculty payments made for the summer sessions and for all payments made to part faculty members

Step 3: 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.

- x Teaching Assignments
    - o Enter the Subject, Course #, Section, and CRN of the course as originally submitted
- x Non-Teaching Assignments
    - o Enter the assignment description as originally submitted
- x Last Submission: Enter the values that were originally submitted for the assignment being changed
    - o Gross Pay: Enter the gross amount of the payment to the faculty member that was originally submitted
    - o Combination Code (12 digits): Enter the 12-digit code used to charge the expense for the payment originally submitted
    - o Session: Enter the session number originally submitted for the payment (*for teaching assignments only*).
    - o Credit Hours: Enter the credit hours originally submitted (*for teaching assignments only*).
    - o Avg Hrs/Week: Enter the average hours per week originally submitted (*for non-teaching assignments only*).
- x Revised Submission: Enter the new, revised values for the assignment being changed.
    - o Gross Pay: rig0gTj -0.0l4 48 0 Td [(no)J 0 Tc 0 Tw 3.217 0 Td ( )Tj -0.0cTd [(f)h4 (e)-3a.3 (.5 (i) T

Step 5: Approvals (REQUIRED)

Enter the name of the person who completes the payroll amendment with the date of completion in Box 1 of the form. All remaining signatures must be processed through DocuSign.

- x PA for Teaching Assignments
  - o Required approval for full-time faculty payroll amendments: faculty member, chair/director, business manager, dean, and faculty affairs.
  - o Required approval for part-time faculty payroll amendments: av-6.6.6 (a6 (04 Tc -0.152 0 Td90(R)-1.5