

SOUTHERN UTAH UNIVERSITY
Payroll Action Form
2017 Summer Teaching Contract

Employee Name

Employee T-Number

Job Classification: Returning Adjunct Faculty (not benefit eligible) _____

Overload Teaching (benefit eligible) _____

Session Classification*: Regular Session (May 30 - August 4, 2017)

Special Session (Dates: _____)

**Maymester, First Session, and Second Session classes are all to be submitted on EPAFs.*

Contract Information

Course Title (example: ENGL 1010-13)	CRN	ICH	Employee's Base Salary	# of Students	Prorated %**	Formula Rate per ICH**

Total Amount of This Contract (Formula Rate x ICH x Prorated %)

Department account to be Charged (INDEX/Acct or Fund/Orgn/Acct/Prgm)

****Please use the Contract EPAF Calculator (Summer 2017 tab) to give the exact figures for this calculation**

Formula Rate of Pay per ICH for Summer Teaching Contracts

Benefitted Faculty 9-month Base		Rate per ICH	Adjunct Faculty		Rate per ICH
Less than \$38,400		\$800.00	Undergraduate Courses		\$800
\$38,400 - \$64,000		2.0833% of 9-month base	Graduate Courses		\$1,000
Greater than \$64,000		\$1,333.33			

It is expected that this teaching assignment is in addition to any other services rendered to the University and will not interfere with any assignments assumed under any other contracts. The employee has agreed to complete this assignment and has received a copy of the 2017 Summer Payment Schedule. All enrollment dates will be verified as of the drop date prior to approval. For reference to supplemental teaching pay, see Policy 6.9 of the University's Policies & Procedures (<http://suu.edu/pub/policies/>)

Approvals

Initiating Authority (Admin Asst) **Date**

Dean **Date**

Department Chair **Date**

Budget Approval (Provost's Office) **Date**

Intermediate Supervisor (if employee works primarily outside of teaching department)

Provost **Date**

HR/Payroll Office Only: