

SOUTHERN UTAH UNIVERSITY
Payroll Action Form
2018 Summer Teaching Contract

Employee Name

Employee T-Number

Job Classification: Returning Adjunct Faculty (not benefit eligible)

Overload Teaching (benefit eligible)

Session Classification*: **Regular Session** (June 4 - August 8, 2018)

Special Session (Dates: _____)

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

Course Title (example: ENGL 1010-13)	CRN	Employee 9 month base	# of Students	Adjusted ICH (Epag Calculator)

Total Amount of This Contract (From Spread sheet)

Department account to be Charged

SUMER
(INDEX/Acct or Fund/Orgn/Acct/Prgm) Activity Code

****Please use the Contract EPAF Calculator (Summer 2018 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 2018 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)

HR/Payroll Office Only: