

Part-time Faculty Payment Process for Governance Committees

As of 1/28/18

Instructions:

Please use the **Authorization for Payment and Load** form for part-time faculty serving on the four governance committees.

Part-time faculty serving on governance committees will be paid for the time spent attending meetings at his or her hourly rate as specified in Appendix G of the FA Agreement, Article 7.23.2.

The Fund, Organization & Program code to use for payment (bottom left of form) is **114000-120055-609000**.

Please identify on the form the Governance Committee that is being attended (i.e. Council, Equity & Education, Revenue & Resource, Community & Communication).

Please track time from the **11th of the month to the 10th of the next month**. This will allow the payment to be made at the next regularly scheduled payroll run. So for example, for hours completed January 11 to February 10th this time would be submitted on the form and paid on February 28.

The following signatures are necessary to create and pay the hours:

-The Part-time faculty signs and dates the form and is responsible for obtaining the following signatures:

- Obtain the Dean's signature and date
- Obtain the VP of Instruction signature and date
- Obtain the AVP or VP of Finance Signature and date

By the 13th of each month, the completed and signed form must be submitted to the Campus Personnel Assistant Office (Administration Office Building 1900, Room 1924).

Hours reflected on the Authorization for Payment and Load forms will be verified by the attendance rosters from the governance meetings.

For questions regarding the process or form please contact Jiatong Li (lijiatong@fhda.edu) x7204