Guideline for Faculty Payment request

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Academic Year		Semester				y's Date	
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Preliminary Information:

- If faculty unit rates are unknown, please reach out to the college's fiscal department to acquire the rate.
- Attach the <u>Faculty Employment Questionnaire Form</u> (125%), please find the guidelines and example on the next page.

STEPS:

- 1. Fill out the faculty information in the first section and the semester that you will be claiming the payment.
- 2. Input grant/project that will be charged.
- 3. Input your name and the chair of your department for the supervisor's name and have both sign when routed via Adobe Sign
- 4. Attach Faculty Employment Questionnaire Form (125%) to this document and send via Adobe Sign to the required individuals for their signatures.

Faculty Employment Questionnaire Form (125%)

STEPS:

- 1. Check the box applies to the charge that the faculty payment will come from.
- 2. Fill out "Name", "Address", "Phone", "Email", "Department", "Faculty rate per unit", "Semester", and "Academic year".
- 3. Input grant/project account information.
- 4. Fill out questions 1-4 based off the faculty's situation, please refer to the sample of how the questionnaire form can be filled out.
- 5. Add the required individual's, Department Chair's (supervisor), and the Resource Manager's name on the form
- 6. Then send via Adobe Sign for signatures of the individuals mentioned in Step 5, if not using the Faculty Pay Webform.
- 7. *If using the Faculty Pay Webform, after the forms are signed by all parties, you will receive a signed copy, and the signed copy will need to be sent to the grant's UAS Post-Award Administrator via email.
- 8. **If not using the Faculty Pay Webform, the grant's UAS Post-Award Administrator can be CC on Adobe Sign when routing the Faculty Pay documents for all parties to sign.