## Staff Teaching Requisition

| Full Legal Name |
| :--- | :--- |
|  |
| Home Department |

KSU ID
Staff Dept ID

Semester \& Year: (Payment will be issued on the next scheduled payroll following semester end.)
HR/Payroll Use Only

| Employee ID | Pay Group | Rec No | Control Number |
| :---: | :---: | :---: | :---: |

If assignment is non-instructional, the additional pay must be paid from the department budget.


Justification:

If course is within regular work hours, how has staff member work schedule been adjusted?
$\square$
Approvals: To avoid a delay in processing, all job/position changes requiring a salary or budget change, including changes in hours or pay rate, must be approved by Budget prior to submission to Human Resources.

| Staff <br> Supervisor | Signature | Date |
| :---: | :---: | :---: |
|  |  |  |
| Academic Dept | Signature | Date |
| Sponsored <br> Programs | Signature | Date |

Payment Notification Email:

| Academic Affairs | Comments <br> Approved: |  |
| :---: | :---: | :---: |
|  |  | Date Entered: |
| Human <br> Resources | Comments: <br> Approved: |  |
|  |  | Date Entered: |
| Position Management | Comments: <br> Approved: |  |
|  |  | Date Entered: |

