## Payroll Amendment Instructions

**Purpose:** A payroll amendment is required for all additions, deletions and changes to faculty payments made for the summer sessions and for all payments made to part-time faculty members during the spring and fall semesters.  There are two types of payroll amendments: Teaching Assignments and Non-Teaching Assignments.

### Step 1: Complete top portion
- Faculty Member: Enter legal name of the faculty member. Do not use nicknames or abbreviated names.
- Emplid: Enter the employee ID number (found in FIS or payroll workbook).
- KSU ID: Enter the KSU ID (found in FIS or payroll workbook).
- Home Department: List the name of the academic home department of the faculty member regardless of which department is funding the payment.
- Session: Select one of three options – Spring, Summer (includes Maymester), or Fall.
- Year: Enter the calendar year for the session.

### Step 2: Additions or Deletions ONLY

If you are adding a new assignment/payment or deleting an entire assignment/payment previously submitted, use this section. You can add or delete up to four (4) assignments on the amendment.

### Teaching Assignments
- **Subject:** Enter the Course abbreviation for the assignment (i.e. ENGL, COM, etc.)
- **Course Number:** Enter the Course number that appears in Banner (i.e. 1101, etc.)
- **Section:** Enter the Section number for the course (i.e. 01, W01, etc.)
- **CRN:** Enter the CRN for the course as it appears in Banner
- **Credit Hours:** Enter the credit hours for the course
- **Session:** Enter the session number for the course
    - Fall & Spring semesters:
        - 1 = Full Term
        - 7A/7B =  7-week
    - Use the Part of Term chart for Summer ONLY (REQUIRED)

| SUMMER SEMESTER | | | | | |
|---|---|---|---|---|---|
| Part of Term | Description | Number of Weeks | May % | June % | July % |
| 1 | 10 Week Session | 10 | 20% | 40% | 40% |
| 3 | Summer I Four-Week Session | 4 | | 100% | |
| 4 | Summer II Four-Week Session | 4 | | | 100% |
| 5 | May Session | 2 | 100% | | |
| 6A | Summer Six-Week Session | 6 | | 50% | 50% |
| 7 | Study Abroad | 10 | TBD | TBD | TBD |
| 8 | Eight-Week Session | 8 | | 50% | 50% |
| 10 | Learning Communities | 8 | | 50% | 50% |

- **Combination Code (12 digits):** Enter the 12-digit code that is used to charge the expense for the payment
- **Gross Earnings:** Enter the gross amount of the payment to the faculty member.
- **Addition/Deletion Boxes:**
  - If you are **adding** a course, select the "Addition" check box.
  - If you are **deleting** a course, select the "Deletion" check box.

**Non-Teaching Assignments**

- **Assignment Description:** Enter the detailed description of the non-teaching assignment.
- **Begin Date:** Enter the approximate date the work for the assignment will begin or has begun.
  - **This is used for ACA purposes.**
- **End Date:** Enter the approximate date the work for the assignment will end or has ended.
  - **This is used for ACA purposes.**
- **Avg Hrs/Week:** Enter the approximate number of hours per week that the faculty member will work on the project between the begin and end dates provided.
- **Combination Code (12 digits):** Enter the 12-digit code that is used to charge the expense for the payment.
- **Gross Earnings:** Enter the gross amount of the payment to the faculty member.
- **Add/Delete Boxes:**
  - If you are **adding** a course, select the "Addition" check box.
  - If you are **deleting** a course, select the "Deletion" check box.

## Step 3: Changes ONLY

This section should be used if you are making a change to a payment request that has already been submitted. If you are changing the amount to be paid, combination code, session, or credit hours, use this section ONLY. This section is not for adding or deleting an entire payment.

- **Teaching Assignments:**
  - Enter the Subject, Course #, Section, and CRN of the course as originally submitted.
- **Non-Teaching Assignments:**
  - Enter the assignment description as originally submitted.
- **Last Submission:** Enter the values that were originally submitted for the assignment being changed.
  - **Gross Pay:** Enter the gross amount of the payment to the faculty member that was originally submitted.
  - **Combination Code (12 digits):** Enter the 12-digit code used to charge the expense for the payment originally submitted.
  - **Session:** Enter the session number originally submitted for the payment (*for teaching assignments only*).
  - **Credit Hours:** Enter the credit hours originally submitted (*for teaching assignments only*).
  - **Avg Hrs/Week:** Enter the average hours per week originally submitted (*for non-teaching assignments only*).
- **Revised Submission:** Enter the new, revised values for the assignment being changed.
  - **Gross Pay:** If making changes to the gross pay, enter the new, revised gross amount of the payment to the faculty member. **DO NOT** enter the change (difference) amount. If no change to gross pay is needed, leave it blank.
  - **Combination Code (12 digits):** If making changes to the combination code, enter the new combination code to charge the expenses for the payment, otherwise leave it blank.
  - **Session:** If making changes to the session (Part of Term), enter the revised session requested for the payment (*for summer teaching assignments only*).
  - **Credit Hours:** If making changes to credit hours, enter the new credit hours (*for teaching assignments only*).
  - **Avg Hrs/Week:** If making changes to the average hours per week, enter the new average hours per week (*for non-teaching assignments only*).

## Step 4: Description of Amendment (REQUIRED)

Use this section to provide any remaining details and reasons for any additions, deletions, or adjustments. If special payment arrangements have been made, please enter the notes here. Please provide as much detail about the amendment as needed for accurate processing of the amendment.

**Step 5: Approvals (REQUIRED)**

Enter the name of the person who completes the payroll amendment with the date of completion in Box 1 of the form.  All remaining signatures must be processed through DocuSign.

- **PA for Teaching Assignments:**
  - Required approval for full-time faculty payroll amendments:  faculty member, chair/director, business manager, dean, and faculty affairs.
  - Required approval for part-time faculty payroll amendments:  faculty member, chair/director, and faculty affairs.  Dean and business manager approval is not required by faculty affairs for part-time faculty.
  - When borrowing a faculty member (full-time or part-time) from another academic department/unit, the borrowing chair/director must approve.
  - The date is required for all approvals.
- **PA for Non-Teaching Assignments:**
  - Required approval for full-time faculty payroll amendments:  faculty member, chair/director, business manager, dean, and faculty affairs.
  - Required approval for part-time faculty payroll amendments:  faculty member, chair/director, and faculty affairs.  Dean and business manager approval is not required by faculty affairs for part-time faculty.
  - When borrowing a faculty member (full-time or part-time) from another academic department/unit, the borrowing chair/director must approve.
  - CETL, Grants, Professional Education approval is required for any non-teaching assignment when applicable.
  - The date is required for all approvals.