

SUMMER SESSION STAFFING CHANGE FORM -- UNIT FACULTY ONLY
PLEASE ROUTE THROUGH ADOBE SIGN

Department: _____ Faculty Member _____

Date: _____ Faculty Employee ID _____

If there are changes to the summer session worksheets (Unit Faculty only) after the summer appointment letters have been sent out, please note the changes below and forward this form through the Dean, then onto the Office of the Provost. **ALL** columns must be completed before the change will be initiated.

FROM: (As it currently is reflected on your summer session sheets)				CHANGE TO:			
Course	Bi-Weekly Salary Submitted	Funding Source - Fund and Cost Center	Payment Date(s)	Course	Bi-Weekly Salary Requested	Funding Source - Fund & Cost Center	Payment Date(s)
Budget Office Comments				Budget Office Comments			

Approved by: _____
 Chair of the Department

 Funding Approval (Grant funding-Cindy Johnson or Graduate Funding-Dr. Howard Smith)

 Dean of the College

 Provost and Vice President for Academic Affairs

 Budget Office

Adobe Sign Directions:

Signatures: Chair, Dean, Funding Approval (if needed), Provost & Budget
 CC: Dean Admin, Bryronni Ferguson, Payroll
 *Final signed copy will go to all on this list for notification and processing