



Payroll Authorization - Part-Time Faculty or Faculty Overload

Completed by Department

Instructions: Use form when hiring a part-time faculty member or when a full-time faculty member is taking on additional part-time duties (faculty overload). Prior to start date new hires must complete a background check, Personal Data form, W-4 and I-9 with the Human Resources Department. Work Load Unit calculations are not applicable for overload assignments. Please ensure that a different PAF is used for different course lengths.

Part-Time Faculty Faculty Overload

Today's Date _____ Academic Term _____ Academic Year _____ PIDM _____

First Name _____ MI _____ Last Name _____

Each column requires an entry							
Assignment Description	Course Length	Number of Students Enrolled	Credit Hours	Instruction Hours/wk	Office Hours/wk	Dept Meetings Hours/wk	Total WLU Per Week
Grand Total							

Comments _____

Please select the one that is applicable to the above faculty member

The above course(s) are the only assignment(s) at UIW this term.

OR

Employee has concurrent assignment(s) at: Main Campus ADCAP Online IWHS SACHS

Payment Schedule:

Total Gross Salary: _____ Pay Period Beginning Date: _____ Ending Date: _____
 (MM/DD/YY) (MM/DD/YY)

Budget Account # _____ - _____ - _____ Department _____

Authorizing Signatures:

 Dean - Signature Dean - Printed Name Date

 Provost/VP - Signature Provost/VP - Printed Name Date

 Business & Finance - Signature Business & Finance - Printed Name Date Position#: _____