



# 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
<b>Grand Total</b>							

**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#: \_\_\_\_\_