KENNESAW STATE UNIVERSITY

Payroll Amendment
NON-TEACHING ASSIGNMENTS

Part-time faculty: FALL, SPRING, SUMMER
Full-time faculty (9-month): SUMMER ONLY

Faculty Legal Name: _____ EMPLID: _____ KSU ID: _____

Home Department: _____ Session: ☐ Spring ☐ Summer ☐ Fall Year: _____

Non-Teaching Assignments: Additions or Deletions ONLY

Complete this section to ADD and/or REMOVE assignment(s).

Assignment Description	Begin Date	End Date	Avg Hrs/ Week	Combination Code (12 digits)	Gross Earnings	Addition	Deletion
						☐	☐
						☐	☐
						☐	☐
						☐	☐

Reset Checkboxes

As a result of addition(s) or deletion(s), partial benefits eligible (PBE) status: _____ ***Position #:*** _____

Non-Teaching Assignments: Changes ONLY

Complete this section to CORRECT existing assignment(s).

Assignment: _____

	Gross Pay	Combination Code (12 Digits)	Avg Hours per Week
Last Submission:			
Revised Submission:			

Assignment: _____

	Gross Pay	Combination Code (12 Digits)	Avg Hours per Week
Last Submission:			
Revised Submission:			

REQUIRED Description of Amendment *REQUIRED*

Approvals

1. Completed by: _____ Date: _____
2. Faculty Member: _____ Date: _____
3. Chair/Director: _____ Date: _____
4. Business Mgr:* _____ Date: _____
5. Dean: _____ Date: _____
6. Borrowing Chair* _____ Date: _____
7. CETL or Prof Ed:* _____ Date: _____
8. Grants:* _____ Date: _____
9. AVP (Lamanac):* _____ Date: _____
10. Faculty Affairs: _____ Date: _____

**AVP approval required for ALL non-instructional except external, grant-funded assignments.*
Business Mgr approval required for full-time faculty only.
Borrowing Chair approval required when assignment falls outside home department.
CETL/Grants/Professional Ed approval required when applicable.

Reset Form