

BOSSIER PARISH COMMUNITY COLLEGE (BPCC)

PT \_\_\_\_\_

SUMMER FACULTY, PART-TIME FACULTY AND EXTRA-SERVICES APPOINTMENTS

Appointment

Date \_\_\_\_\_

With the concurrence of your budget unit head, I am pleased to proffer this appointment to \_\_\_\_\_ as/for

- ( ) SUMMER FACULTY ( ) EXTRA SERVICES - Employee Class: \_\_\_\_\_ Classified \_\_\_\_\_ 9-Month Faculty
( ) ADJUNCT INSTRUCTOR ( ) 12/11/10 Month Faculty/Unclassified \_\_\_\_\_ Other \_\_\_\_\_
( ) ADJUNCT LECTURER ( ) PART-TIME TEMPORARY

Budget Unit Title: \_\_\_\_\_

Charge: Account Title: \_\_\_\_\_ Account Number \_\_\_\_\_ Object \_\_\_\_\_

Employment Period: Summer \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Acad. Year \_\_\_\_ Other \_\_\_\_\_ Date: Beg. \_\_\_\_/\_\_\_\_/\_\_\_\_ End \_\_\_\_/\_\_\_\_/\_\_\_\_

Salary Rate: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Table with 6 columns: Duties to be Performed, Course Section, Hrs., Enrollment, Location, Time. Includes a Total Hours row.

Appointment: Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security No.: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return this form with your signature and required employment papers to \_\_\_\_\_ no later than \_\_\_\_\_.

- Print or Type Name and Mailing Address: 1 Project Director/Budget Unit Head Date
2 Comptroller Date
3 Vice Chancellor Date
4 Chancellor Date
5 Director of Human Resources Date

Appointment will not become official until it has been approved. An approved copy will be provided to you. Be sure all information is completed accurately. Extra-Services payment will be made on the next regularly scheduled payroll date for the employees regular class of employment.

Human Resources Payroll and Position Control Data (Completed by Human Resources, Payroll and Position Control)

Frs Object Code \_\_\_\_\_ HRS Earnings Code \_\_\_\_\_

Form with fields for Code, Salary/Tax/Deduction, Change From, Change To, Payroll Affected, Job Code, Division, Department, Unit, Assignment Dates, Prior Link, Position No., Accrual Comp Date, Time Keeping Location, Approved For Payroll By, Entered By, Verified By.

\$ Budget Balance Before Request \$ Budget Balance After Request Budget Rev. No. Approved By Date

BOSSIER PARISH COMMUNITY COLLEGE is an EEO/AA/ADA Employer.