



LAKE SUPERIOR STATE UNIVERSITY

Payroll Authorization Academic Affairs – One Course Per Form

The payroll authorization **must be completed and approved before an individual begins work.** Responsibility for obtaining approval rests with the area in which the employee is to work. Payroll Authorizations are marked received by Human Resources when signatures 1-3 are complete.

Profile Information:

FName _____ LName _____ A # _____

Department _____ Job Title _____

Complete all fields: Fund _____ Org _____ Acct _____ Prog _____ Activ. Code _____ % _____
Ex. 1000 10650 6010 60 25%

Fund _____ Org _____ Acct _____ Prog _____ Activ. Code _____ % _____
Ex. 3200 32410 6010 80 75%

Check One Regular 12 month Regular 10 month Regular 9 month Temporary Pool
Supplemental/Overload Adjunct Summer Other

Payment Information:

Faculty/Adjunct pays – **one course per form**

Give number of students currently enrolled in course _____ As of Date: _____

Projected Enrollment _____ If less than 10 students, provide rationale for offering the course in Explanation/Special Conditions.

Check One New position Replacement for _____ Other _____

Average Hours per Week _____ No. of Weeks (or Reg or Pool) _____

Hourly Rate or Salary _____ Total Authorized _____

Date on Payroll _____ Date off Payroll _____

Explanation/Special Conditions _____

1) Supervisor/Dean Approval _____ Date _____

2) VP Approval _____ Date _____

3) Received by Budget _____ Date _____

For HR Office Use

Employee Class: _____

FTE: _____

No. of Pays: 20 26 Other

MPSERS Member: Yes No

If Yes, Retiree: Yes No Date of Retirement: _____

W/C _____

TIAA Enrollment Date: _____

BCBS Enrollment Date: _____

Date to Payroll: _____

Position Number: _____

Completed by _____