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| --- | --- | --- | --- |
| SUBSTITUTE REQUEST | | | |
| ***To update the Gross Hours, Gross Minutes, Total Gross Amount Due right click on the 0.00 and then choose Update Field. This has to be done electronically as if not we will have to delay processing and send back to the Division for this step to be completed.*** | | | |
| SUBSTITUTE’S NAME |  | ID# |  |
| DATE OF SUBSTITUTION |  |  |  |
| COURSE SECTION |  | BUDGET CODE |  |
| TOTAL HOURS |  | GROSS HOURS | 0.00 |
| TOTAL MINUTES |  | GROSS MINUTES | 0.00 |
|  | TOTAL GROSS AMOUNT DUE | | 0.00 |
| USE SICK LEAVE TO COVER DEDUCTION FOR ADJUNCT FACULTY | TOTAL TIME OFF: |  |  |
| SCHEDULED INSTRUCTOR |  | ID# |  |
|  |  |  |  |
| By signing this form, I verify that the substitute instructor has been approved and paperwork completed. Also, if the scheduled instructor is full-time faculty, the necessary paperwork (leave request, travel request, etc.) has been submitted. | | | |
|  | | | |
| DIVISION CHAIR, DEAN, OR DIRECTOR SIGNATURE DATE | | | |
|  | | | |
| INSTRUCTOR MUST BE PREAPPROVED IN TEACHING AREA AND PAPERWORK COMPLETE BEFORE PAYMENT WILL BE PROCESSED. | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| TO PAYROLL:  DEDUCT Compensation $\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_ EMPLOYEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUDGET Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DEDUCT Leave Hours \_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_ EMPLOYEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ PPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | |
| Rev. 1/15/19 | | | |