Payroll Amendment

Faculty Member _____ KSU ID _____

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

This Section For Additions/Deletions ONLY

Instructional Assignments

Course	CRS Number	Section	CRN	Credit Hours	Session	Combination Code (12 digits)	Gross Earnings	(choose one) Add	or Delete
								☐	☐
								☐	☐
								☐	☐

Reset Checkboxes

Non-Instructional Assignments

Assignment Description	Begin Date	End Date	Avg Hrs/ Week	Session	Combination Code (12 digits)	Gross Earnings	(choose one) Add	or Delete
							☐	☐
							☐	☐

Reset Checkboxes

This Section for Changes ONLY

(or) ☐ Instructional Assignment Course _____ CRS Number _____ Section _____ CRN _____

☐ Non-Instructional Assignment (*enter Avg Hrs/Week for non-instructional assignments only)

Reset Checkboxes

	Gross Pay	Combination Code (12 Digits)	Session	*Avg Hrs/Week	Credit Hours
Last Submission					
Revised Submission					

Description of Amendment (REQUIRED)

Approvals (please sign and date)

Faculty Member _____ Requested By _____

Director/Dept Head _____ Dean/Div Head _____

Business Manager _____ Grants (if req) _____

AAF Fiscal Affairs _____ AAF Approval _____

This Section for Use by Payroll Services Only

OneUSG Employee ID _____ Record Number _____ Pay Group _____

Reset Form v20180720