



Faculty Additional Employment and Assigned Time Reconciliation Verification Form

Form to be completed by college resource manager for each term and submitted to Faculty Affairs by April 15 (Winter); July 15 (Spring); October 15 (Summer); and January 15 (Fall)

College: _____

Term and Year: _____

Resource Manager: _____

Additional Employment Reconciliation Process Checklist and Verification

- 1. Pre-authorizations signed and approved prior to work started
- 2. Approved pre-authorizations noted on Department/Division/School/College Log
- 3. Employment Transaction Forms and 2403 Salary Calculator submitted and approved
- 4. Approved ETFs noted on department/division/school/college log
- 5. Log reconciled with Labor Cost Distribution (LCD) Report
- 6. Corrections made as needed (*indicate the types of corrections below or attach additional sheet*)

- 7. Additional employment records maintained

I, _____ verify the Additional Employment reconciliation process is complete.
signature

Date: _____

Assigned Time Reconciliation Process Checklist and Verification

- 1. Pre-authorizations signed and approved prior to work started
- 2. Approved pre-authorizations noted on Faculty Assigned Time Log
- 3. Log reconciled with Academic Planning Data Base and Employment Transaction Forms (as ETF-applicable)
- 4. Faculty Workload Dashboard data compared with reconciled log
- 5. Corrections made as needed (*indicate the types of corrections below or attach additional sheet*)

- 6. Chairs/Directors/Dean verify after-the-fact evaluations completed.
- 7. Assigned Time records maintained

I, _____ verify the Assigned Time Reconciliation process is complete.
signature

Date: _____