



OLD DOMINION UNIVERSITY

Course Payroll Form

For Adjunct Faculty, FT Admin, and Faculty Summer Payments

PART A: General Information and Appointment Data

Last Name		First Name		UIN	
Rank		Employee Class		Course Classification	
College	Department		Dept. Budget Position No.		Budget Code
Semester		Course Start Date	Course End Date		Course Mode

PART B: Proposed Course Assignment

Discipline	Course Number	CRN	Credit Hours	Actual Enrollment	Enrollment Capacity	Teachload	Regular Pay	Flat Rate Pay
							Rate	Payment
	/							
	/							
	/							
	/							
	/							
							Total Est. Pay	

Justification (**required**) _____

Distribute the completed form via email for the necessary signatures in Part C. Attach the filled form to a new email by clicking this email button.

PART C: Approvals

BUD signature certifies that this faculty member has completed all the employment requirements.

Do not print and sign. Use your Adobe Signature below.

Budget Unit Director

Dean/AVP/Director

Once the form has been **completed and signed**, please submit to Academic Affairs for approval:

1. Click the button, and
2. Upload the form.

Academic Affairs Use Only

Quick Totals	
Eight (8) Pay Periods	Each
Seven (7) Pay Periods	Each
Six (6) Pay Periods	Each
Five (5) Pay Periods	Each
Four (4) Pay Periods	Each

Payment Information	
Pay Date	Amount
Total Earnings	

Comments: _____

See transmittal letter for Academic Affairs approval.



Teaching Overload and Release Time Request Addendum

Regularly Assigned Courses

Discipline	CRSE	CRN	Course Description	Credit Hours	Actual Enrollment	Enrollment Capacity	Teachload Associated
Non-Instructional Obligations(s) (Release time, PRT, Research, Service, etc.)							
Total Teachload							

Request for Additional Employment Addendum

Name of Outside Employer	Location of Outside Employer
Describe Position or Nature of Work	
Describe Days/Hours of the Week Utilized by Outside Employer	
Is this employment one-time, over a defined period (if so, define the period), or on-going?	

Approvals

When the joint/outside activity involves teaching or consulting for another institution, the department chair and dean must certify that the activity is not in direct or indirect competition with the interests of the University or programs offered by the department.

By signing, the immediate supervisor is confirming that the joint/outside employment does not conflict with the University's mission and objectives and will not impede the employee's University responsibilities and duties.

Employee

Immediate Supervisor/Chair