

Mount St. Mary's University
Payroll Action Notice Form

For: Adjunct Teaching, Full-Time Faculty Overloads, and Graduate Assistants

Department Name:

Date:

Please fill in employee's full name and mailing address below.

Note: If this is a new employee, a **Resumé** must be attached. **Official Transcripts** for all new employees must be mailed to the Office of the Provost.

Status of Faculty Member. Please check one

Salutation: (Dr., Prof., Mr., Ms., Rev., etc):

Part
Time
AdjunctFull Time
Faculty
Overload

Name:

Address:

Please be sure to include month/day/year in the start date and end date

Start Date:

Course #:

Stop Date:

Course Title:

Title of Position:

Number of Credits:

Type of Course: Please check one.

Undergrad. Traditional Course

WEC Course

MPAS Course

Graduate Course

If this is an MPAS course not being taught in Frederick, please indicate the location:

Was this course projected?

If not projected, please explain.

Special Instructions:

Department Chairs: The stipend amount for all adjunct professors and full-time professors teaching overloads is \$3400.00 unless otherwise noted in the Special Instructions above. Please enter the appropriate stipend amount below.

Deans: An account code must be included. No form will be approved without an account code.

Required Signatures:

Department Chair:

Date:

Stipend:

Dean:

Date:

Account Code:

Provost:

Date:

Human Resources/Payroll:

Date: