# Faculty Additional Employment and Assigned Time Reconciliation Verification Form

*Form to be completed by college resource manager for each term and submitted to Faculty Affair 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: _____