



WICHITA STATE UNIVERSITY

OHR 330/Summer Session Appointment Authorization
(For other than 12-month)

Revised: 09/04/2009

Prepared by: _____ Extension: _____ Date: _____

_____ Original Authorization

_____ Change Original Authorization: _____ Salary _____ Funding _____ Assignment -- If new assignment, specify on line below:

Name: _____

Address (new faculty only): _____

myWSU ID# _____ Title: _____

Summer Salary: \$ _____ Summer Org.: _____ Summer Org. # _____

Documentation of English language proficiency is on file. Yes Background check completed: Yes

BUDGET OFFICE USE
Pos. #

Funding Org. #	Pre-Session	1 st 4-weeks Payment 1	Fiscal Year	1 st 4-weeks Payment 2	2 nd 4-weeks Payment 3	2 nd 4-weeks Payment 4	Fund #	Pos. #
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
Total Pay	\$	\$	\$	\$	\$	\$		

Budget Office Comments: _____

Budget Office Initial: _____ Date _____

ASSIGNMENT:

Session	*E	Organization/Course #	Course Title/Assignment	Credit Hours
*(Not subject to cancellation based on enrollment per Dean's approval.)				Total Teaching Load

Required Signatures:

Budget Review Officer: _____ Date _____

University Budget Director: _____ Date _____

President/Vice President: _____ Date _____

BANNER APPROVED FUNDING – UNIVERSITY BUDGET OFFICE ONLY: PClass: _____ EClass: _____

Position	Fund	Account

Banner Forms Completed: POSN _____ PBUD _____

Budget Office Distribution: Human Resources – Original, Budget Officer – Canary, Budget Review Officer – Blue, University Budget Office – Pink, President/Vice President – Tan, EEO Office – Green, Payroll - Lilac