

FOOTHILL- DE ANZA COMMUNITY COLLEGE DISTRICT

AUTHORIZATION FOR PAYMENT AND LOAD

(NON-TEACHING FACULTY ASSIGNMENTS)

ASSIGNMENT:

	BEGIN DATE	(Month, Day & Year)	END DATE	(Month, Day & Year)		
<u>Name (s)</u>	<u>EID No.</u>	<u>Hours</u> <u>Month</u>	<u>Total</u> <u>Hours</u> <u>Assignment</u>	<u>Service</u> <u>Rendered</u> <u>(Refer to Table</u> <u>on back)</u>	<u>For Office</u> <u>Use Only</u>	
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AUTHORIZATION

Fund	Organization	Program	1430 Account Code	Dean's Signature	Date
Prepared by:	Date	VP, Education Resources and Instruction	Date		

FOR PAYROLL USE ONLY:		FOR RETRO PAY	
Campus Personnel Office NBAJOBS entered by:		District Payroll Office	
Signature	Date	Signature	Date

TABLE 1

DIVISION CODES FOR NON-TEACHING FACULTY ASSIGNMENTS

	<u>DIVISION CODE</u>		<u>CALCULATIONS</u>		<u>HOURS</u>
CHILD DEVELOPMENT CENTER	CD	(Both Campuses)	175 * 8 HRS/DAY	Equals	1400
COOPERATIVE EDUCATION	CE	(Both Campuses)	175 * 6 HRS/DAY	Equals	1050
COUNSELORS	ST	(De Anza College)	175 * 6 HRS/DAY	Equals	1050
COUNSELORS	GU	(Foothill College)	175 * 6 HRS/DAY	Equals	1050
LIBRARIANS	LB	(Both Campuses)	175 * 7.5 HRS/DAY	Equals	1312.5
NASA AMES	NA	(Foothill College)	175 * 7 HRS/DAY	Equals	1225
OTHERS	ND	(Both Campuses)	175 * 7 HRS/DAY	Equals	1225
SPECIAL EDUCATION	SE	(Both Campuses)	175 * 7 HRS/DAY	Equals	1225

Prepared by:
Martha De La Cerda

JUNE 11, 1996