

Prepared by: _____
Effective after Salary Sheet Submission (June/July)
VPAA _____ BENF _____
PRSL _____ PAYL _____
Sent to Payroll

BOWLING GREEN STATE UNIVERSITY CONTRACT ADDENDUM

FACULTY ADMINISTRATIVE STAFF NON-STUDENT LETTER OF APPOINTMENT OTHER

Name: _____ BGSU Empl ID #: _____ Position #: _____
Dept/School: _____ Rank/Title: _____ Addendum Date: _____
HR Dept. # [HCM>Job Data>Work Location Tab]: _____ Employee Class: _____
Department Number or Project ID #: _____ Fund: _____ Account: _____
Contract Period: Academic Year Fall Semester Other (specify) _____
Fiscal Year Spring Semester
(Staff Only) Multi-year Contracts: Year ____ of ____ (i.e. one of five or 1 of 5 years.)
Effective Dates of Change (mm/dd/yy): Beginning _____ Ending _____
Until Further Notice

The terms and conditions of the contract/(re-) appointment of the above individual are hereby amended for the remainder of the current term of appointment as indicated below:

CHECK ALL THAT APPLY AND DESCRIBE:

Change in account numbers Change in contract status, (e.g., from temporary to probationary)
Change in salary Change in effective dates of contract
Change in title Resignation/Retirement
Change in assignment Other (specify) _____

Overload: Course _____ Credit Hours/FTE: _____
Overload Rate: _____ Total Overload Salary: _____

Check here if consecutive overload and obtain signature of VPAA below
Fiscal Year Employees Only: Is course scheduled during work hours? Yes No
If yes please indicate below how time will be made up.

DESCRIPTION OF CHANGES:

FROM: Salary: _____
% Full-Time: _____
Other: _____

TO: Salary: _____
% Full-Time: _____
Other: _____

Description/Comments:

One Time Payment

Signature, Contracting Officer _____ Date _____
Signature _____ Date _____
Contracting Officer of employee
(If different from Contracting Officer of work assignment)

xc: employee

Signature, VPAA _____ Date _____
(for consecutive overload)