

ROOSEVELT UNIVERSITY
Mandatory Duty Pay Sheet
Part Time Faculty

Please print

Legal name: _____
Last First M.I.

RU ID. #: _____ (required)

College: _____ Arts & Sciences
_____ Education
_____ Evelyn T. Stone College for Professional Studies
_____ Walter E. Heller College of Business Administration
_____ Chicago College of Performing Arts

Department and/or program: _____

Name of mandatory event: _____

Event location: ___ Chgo-Auditorium Bldg. ___ Chgo-Gage Bldg. ___ Schaumburg
___ Other (specify) _____

Date of event: _____ Required event times: _____

Total paid hours: _____ Gross amount to be paid *: _____

* Total pay is calculated at the rate of \$42.00 per hour as specified in Article 7, section C of the Agreement between Roosevelt University and the Roosevelt Adjunct Faculty Organization (RAFO), IEA-NEA, 2008-2012.

I certify that I attended the mandatory event on the date, for the times required and the total work hours indicated. I understand that I will be paid the amount approved by the event sponsor, less regular deductions, on the next adjunct pay date.

Employee's signature Date

This pay sheet must be submitted no later than the conclusion of the event noted above. Pay sheets submitted after the event date or incomplete pay sheets may be invalid and not paid.

For office use:

Approved for payment:

Organization # to be charge: _____ Pay date: _____

Event sponsor: _____ Date: _____

Dean: _____ Date: _____

H/R approval: _____ Date: _____

The account code charged for all academic mandatory duty will be 610025 (faculty stipends.)