

PAYROLL ADJUSTMENT REPORTING FORM FOR FACULTY AND LECTURERS

TO: [insert name of employee]
FROM: [insert name of chair/dean]

Vice Chancellor Gray gave all instructors the option to reschedule classes during the period August 26, 27 and 28, provided the instructor submitted a written statement to his or her chair advising as to how the academic commitments for those class days would be met. Departmental records indicate that your class was cancelled, and I have no record that it was rescheduled.

Please check one of the options listed, complete the information as needed, sign below, and return to me by **September 20**:

- 1. I chose to reschedule my class(es) and have a revised plan for meeting my course commitments.**

Name and Number of Course	Class Days	Describe how Classes were rescheduled

- 2. I chose not to hold my class(es) and will not be meeting my course commitments.**

Name and Number of Course	Class Days	Classes missed that will not be rescheduled

If you did not meet classes during the period August 26, 27, or 28, and you are not going to meet your course commitments through a revised plan, the equivalent of one teaching day's pay will be deducted from your regular payroll check (insert amount per day) .

If you choose this option, you will need to sign below signifying your concurrence with deductions described and your understanding that the deductions will be made from your regular October payroll check. if the paperwork is processed prior to September 20. If not, the adjustment will be made to your November payroll check. If you believe that the adjusted balance is inaccurate, or if you want to arrange another method of payment, contact me immediately.

[Insert name of faculty member] date