

SPECIAL SCREEN ASSIGNMENT CONTRACT WORKSHEET

Today's date:

Check one: ☒ NEW ASSIGNMENT

☐ REVISION

Year/Quarter:

B902

Dept/Division:

EMPLOYEE:

Last Name, First Name

Assignment Supervisor:

Assignment date(s)
(REQUIRED):

DESCRIPTION OF ASSIGNMENT

300 characters max. If work is related to a specific course, include Course ID and Course Title.

BUDGET CODE(S): *If more than one, specify percentage of cost for each.*

1.	<input type="text"/>	<input type="text"/>	100	%
2.	<input type="text"/>	<input type="text"/>		%
3.	<input type="text"/>	<input type="text"/>		%

SALARY COST:

\$ 1.00

Prepared by

Date

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ADJUNCT ASSIGNMENTS (PT & FT Faculty)

Job Class

Budget Code
Sub Obj

ADJUNCT ADVISOR

000217

AH

ADJUNCT LIBRARIAN

000214

AH

TEACHING ASSIGNMENTS (PT & FT Faculty)

Does not include employee training or workshops

INSTRUCTION

000202

AH

PTF VOLUNTEER

000204

AH

GRANT FUNDED CONTRACT

000206

AH

NON-TEACHING ASSIGNMENTS

Includes faculty and staff training and workshops

ACTIVITY ADVISOR/COACH

000210

AD

ACTIVITY ADVISOR ASSISTANT

000211

AD

NON-FACULTY SUPPORT SERVICES

000209

AD

STIPEND* (Curriculum Development)

000216

AH

STIPEND* (Other)

000215

AD

** Stipend = Flat rate payment for a specific non-teaching task, project or activity.
STIPEND (Other) is the most common assignment type.*

Budget Approval

Date

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ISS/HRS Approval

Date

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ROUTING: STUDENT SVCS TO HR OFFICE; ALL OTHERS TO ISS