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**SUPPLEMENTARY SERVICE REIMBURSEMENT PAYROLL FORM**

|  |  |
| --- | --- |
| Event Title:  | Facilitator:  |
| Date:  | Start Time: End Time: |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Attendee Printed Name** | **Attendee S#** | **Attendee Signature –** If remote, please indicate that information here. | **Time In** (Attendee provide) | **Time Out** (Facilitator confirm) | **Org # to be charged** | **Total hours** (to ¼ hour) | **Total****Pay Amount** |
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*Please use Org #114051 for Professional Development, 112402 for New Instructor Orientations, department org # for department meetings or other training. Grant work and Canopy/HR Trainings should not to be submitted on this form.*

**Facilitator Certification: I have completed the time out for each attendee above and certify that the attendee and entries are accurate to the best of my knowledge.**

**Dean Acknowledgement: I acknowledge the funds WILL come from a department org in my division for department meetings/trainings and I have reviewed this request.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Facilitator Certification PLC Representative Acknowledgement Dean Acknowledgement**

**Approval by VP of Academic Affairs: I agree to the payment of the persons listed above or have made changes as necessary. I have confirmed the Org code to be applied to each attendee.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**VP of Academic Affairs Approval**

**Instructions for Supplementary Service Reimbursement Payroll Form**

* This form is to be used for department meetings, professional development and new instructor orientations. **Workplace Answers and any reimbursement to be paid through a grant should NOT use this form.**
* Per RRCC policy, adjunct instructors can be for paid up to 5 hours of professional development per academic year, plus an additional to 2 hours for D2L Essentials and 4 hours for Accessibility 101 are available. New Instructor Orientation will be paid 3 hours of reimbursement. (HR Trainings and Canopy trainings need to be submitted to HR).
* PLC Participants should submit this request monthly to Academic Affairs – Instructional Services for academic year 2021-2022. 4 hours per month of participation can be reimbursed.
* All Supplementary Service Reimbursement Payroll Forms must be completed and submitted to Academic Affairs – Instructional Services as soon as possible. Forms need to be received no later than: June 15th for Spring, September 15th for Summer, and December 8th for Fall semester to be paid.

**Workflow:**

* Facilitator completes the top sections of the form and the org to be charged and brings it to the meeting, training, etc.
* Adjunct instructors sign in with their name, S number, and time in.
* Facilitator completes the time out column.
* Facilitator will deliver to the office (Room 1501) or send via email (rrcc.iss@rrcc.edu) the form to Academic Affairs – Instructional Services
* Academic Affairs – Instructional Services specialist review, updated, track all information and submit for signatures needed and will submit to Business Services for processing.

**Alternative workflow for offsite meetings/trainings:**

* Adjunct instructor can find the form on Faculty tab on The Rock and complete it. If the professional development was not with Red Rocks Community College, please provide an agenda/outline/outcome of the professional development and your registration confirmation or evidence of participation.
* Adjunct will deliver to the office (Room 1501) or send via email (rrcc.iss@rrcc.edu) the form to Academic Affairs – Instructional Services with supplemental documentation (e.g. agenda).
* Academic Affairs – Instructional Services specialist review, updated, track all information and submit for signatures needed and will submit to Business Services for processing.

**Signature Workflow:**

Annual PD (Org 114051) For PLC: Facilitator, PLC Representative, Dean, VPAA

 For D2L: Facilitator, Jon Johnson, VPAA

 For Others: Chair, Dean, VPAA

For New Instructor Orientation (Org 112402) : Facilitator, VPAA

For Department Meetings (Dept Org): Facilitator, Dean

**Canopy/HR Trainings require a different form to be submitted to HR directly. Please contact HR for the form and directions.**