How to use fill-in PDF E-Forms

Please reset the form after you have printed it!

GEORGIA SouthWestern STATE UNIVERSITY

**Academic Affairs**

**FACULTY TEACHING LOADS -** MAYMESTER _____

**DO NOT SUBMIT PART-TIME FACULTY ON THIS SHEET. USE PART-TIME FACULTY FORM.**

SCHOOL/DEPARTMENT _____

FOR BUSINESS OFFICE USE ONLY

| INSTRUCTOR NAME | 1=1st term only | # courses | Tot. Sem. Hrs. Cr. | Contract | Salary Base | % of Salary | Total Due Salary Base * % of Salary | 1st payment | 2nd payment Total - 1st Payment |
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| | | | | | | TOTALS | $ 0.00 | $ 0.00 | $ 0.00 |

Deduct Original FY _____ Budget (_____)

Amendment Adjustment Required $ _____

EFT + or Change (-) _____

Please furnish by School/Department (Cost Center) only.

PRINT FORM

RESET FORM