Faculty Submission Form for Non-Instructional Work & Extended Days

Updated October 11, 2022 • All Fields Required • Submit Completed Form to Supervisor

Employee Name:	
ctcLink ID:	Department:
Budget #:	Today's Date

The Hours Below Are (check one): Non-Instructional Work

Extended Days

Date	Hours Worked	Work or Task Performed
Total Hours:		

Briefly describe the results, measurable outcomes, etc. of the hours you listed above.

Required Signatures

Employee:	Date:
Supervisor:	Date:
Budget Authority:	Date:

Supervisor

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- Person who oversees, has direct knowledge of, and approves the work performed. Varies.
- e.g., Dean, Committee Chair, Project Lead, etc.

Budget Authority

- Person who oversees the budget compensating the work performed.
 - Often is the same person as the Supervisor but not always.

