RED ROCKS
COMMUNITY COLLEGE

CANOPY AND IT TRAINING PAYROLL FORM
FOR ADJUNCT INSTRUCTORS

Name:	S-Number:
Semester/Year:	Department:

Trainings are required each calendar year and reimbursement forms must be submitted by January 31 of the following year.

Complete this form. Digitally sign the document and submit it to the Human Resources office via Karen.york@rrcc.edu. Employees can be reimbursed for one (1) hour per completed course. HR will verify course completion and forward to Payroll for processing.

Name of Course completed: Select from the drop-down or enter custom text

Name of Course completed: Select from the drop-down or enter custom text

Name of Course completed: Select from the drop-down or enter custom text

1. Payee Signature Date

This section for Human Resources Use only

Total Payment Due: $

2. Human Resources signature Date

For Payroll Use only: POS# :

Payroll Position Number: **PAYROLL #:**