



**ADJUNCT INSTRUCTOR
WORKPLACE ANSWERS TRAINING
PAYROLL FORM**

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

Required trainings are determined each semester. Reimbursement forms must be submitted by December 15 for the Fall Semester and by June 1 for the Spring Semester. Trainings are required each academic year and reimbursement forms must be submitted by June 1st of that same academic year.

Complete this form, sign and date and submit to Human Resources. Employees can be reimbursed for one (1) hour per completed course. HR will verify completion and forward to Payroll for processing.

Date: _____ # of Courses completed _____

1. Payee Signature Date

For Human Resources Use only:

Total Payment Due: \$ _____

2. Human Resources Date

For Payroll Use only:

POS# : _____ **PAYROLL #:** _____

Org Code 114053