



**ADJUNCT INSTRUCTOR  
SUPPLEMENTARY SERVICE REIMBURSEMENT PAYROLL FORM**

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

Attendee Printed Name <small>Adjunct Instructors only</small>	Attendee S#	Attendee Signature	Time In <small>(Attendee provide)</small>	Time Out <small>(Facilitator confirm)</small>	Instruction:Org <small># to be charged</small>	Payroll: <small>Total hours (to ¼ hour)</small>	Payroll: <small>Total Pay Amount</small>

**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. I will submit this form to Instructional Services within 48 hours of the event.

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

**Approval by VP of Instructional Services:** 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. (114051 for Professional Development, 112402 for New Instructor Orientations, home org for department meetings or other trainings, grant work not to be submitted on this form)

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

**Instructions for Adjunct Instructor  
Supplementary Service Reimbursement Payroll Form**

- **This form is to be used for Adjuncts only.**
- **Per RRCC policy, adjunct instructors will be for paid up to 5 hours of professional development per academic year.**
- **This form is to be used for meetings, professional development, etc. Workplace Answers and any reimbursement to be paid through a grant should NOT use this form.**
- **Please note, there may be two sign-in sheets for meetings, etc. The Adjunct Instructor Supplementary Service Reimbursement Payroll Form MUST be returned for any Adjunct Instructor to be compensated.**
- **All Adjunct Instructor Supplementary Service Reimbursement Payroll Forms must be completed and returned to Instructional Services by May 15 for Spring and Jan. 15 for Summer and Fall semesters 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 brings the form to Instructional Services

Instructional Services Manager will track all information

VPI will review and sign form

Instructional Services will return to Payroll for processing.

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

Adjunct instructor will get form from Faculty tab on The Rock and complete it.

Facilitator of training will sign.

Adjunct will bring the form to Instructional Services with supplemental documentation (agendas, etc.)

Instructional Services Manager will track all information

VPI will review and sign form

Instructional Services will return to Payroll for processing.