Prepared by: _____
Effective after Salary Sheet Submission (June/July)

VPAA _____ BENF _____

PRSL _____ PAYL _____

Sent to Payroll ☐

BOWLING GREEN STATE UNIVERSITY CONTRACT ADDENDUM

☐ FACULTY ☐ ADMINISTRATIVE STAFF ☐ NON-STUDENT LETTER OF APPOINTMENT ☐ OTHER

Name: _____ BGSU Empl ID #: _____ Position #: _____

Dept/School: _____ Rank/Title: _____ Addendum Date: _____

HR Dept. # [HCM>Job Data>Work Location Tab]: _____ Employee Class: _____

Department Number or Project ID #: _____ Fund: _____ Account: _____

Contract Period: ☐ Academic Year ☐ Fall Semester ☐ Other (specify) _____
☐ Fiscal Year ☐ Spring Semester

(Staff Only) Multi-year Contracts: Year ___ of _____ (i.e, one of five or 1 of 5 years.)

Effective Dates of Change (mm/dd/yy): Beginning _____ Ending _____

The terms and conditions of the contract/(re-) appointment of the above individual are hereby amended for the remainder of the current term of appointment as indicated below:

CHECK ALL THAT APPLY AND DESCRIBE:

☐ Change in account numbers
☐ Change in salary/hourly rate
☐ Change in title
☐ Change in assignment
☐ Change in contract status, (e.g., from temporary to probationary)
☐ Change in effective dates of contract
☐ Resignation/Retirement
☐ Other (specify) _____

☐ Overload: Course _____ Credit Hours/FTE: _____

Overload Rate: _____ Total Overload Salary: _____

☐ Check here if consecutive overload and obtain signature of VPAA below

Fiscal Year Employees Only: Is course scheduled during work hours? ☐ Yes ☐ No
If yes please indicate below how time will be made up.

DESCRIPTION OF CHANGES:

FROM: Salary/hourly rate: _____
% Full-Time: _____
Other: _____

TO: Salary/hourly rate: _____
% Full-Time: _____
Other: _____

Description/Comments: _____

☐ **One Time Payment**

Signature, Contracting Officer Date

Signature Date
Contracting Officer of employee
(If different from Contracting Officer of work assignment)

xc: employee

Print Clear

Signature, VPAA Date
(for consecutive overload)

HR 08-01-2014