

Office of Faculty Affairs
 Teaching and Temporary Academic Payment Form

Please use this form any time you are submitting job code 700043 (Temporary Academic Service) or 700041 (Temporary Course Instructor) to the Office of Faculty Affairs. Please attach completed form to wasabi submission.

Please note: your action will be rejected without this attachment.

INFORMATION	
<p style="text-align: center;"><u>Non-Student Teaching Assistant or Course Support</u></p> <p>Recipient:</p> <p>HUID:</p> <p>HSPH title:</p> <p>Institution/Affiliation:</p> <p>Course Name:</p> <p>Course Number:</p> <p>Payment:</p>	<p style="text-align: center;"><u>Temporary Academic</u></p> <p>Recipient:</p> <p>HUID:</p> <p>HSPH title:</p> <p>Institution/Affiliation:</p> <p>Scope of Work:</p> <p>Payment:</p>
REQUIRED	
<p>Department Administrator Signature:</p> <p>Submitted by:</p> <p>I attest, by submitting this form, that I have confirmed the costing, amount, and sufficient balances for this payment. The above is either a previously budgeted expense, or if not previously budgeted, has received any approvals necessary from the relevant program or department.</p>	