



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations
Payroll Office

PRE-APPROVAL AND REQUEST FOR PAYMENT FOR SUPPLEMENTARY SERVICE

SECTION 1: PRE-APPROVAL OF SUPPLEMENTAL SERVICE

EMPLOYEE: _____ agrees to perform the supplemental service as described below.
(Please Print Name)

Type of Pay: Amount \$ _____ [] LHE _____ [] Hours _____

Account # _____

Dates of Assignment: _____ (Begin date) _____ (End date)

Dean/Director Pre-Approval Signature Date Employee Signature Date

IMPORTANT! Assignments with work ending date from 1st - 20th/month - completed paperwork must be turned into Payroll for processing no later than the 20th/month. Assignments with work ending date from 21st - last working day/month - completed paperwork must be turned into Payroll no later than the last working day of the month.

Supplemental Service (select one from the list below):

[] Independent Study: Code #: _____ Course #: _____ Units: _____ # Students: _____

[] Coaching Stipend: Sport: _____

[] Presentation Seminar: Topic: _____

[] Evaluation of Adjunct Faculty: _____ Pay (8 hours/evaluation) _____ Flex
Evaluatee Name: _____ Course/CRN: _____

[] Challenge Examination: _____ Existing Exam (2 hours pay) _____ New Exam (4 hours pay)
Course #: _____ Course Title: _____ Student's Name _____

[] Substitute for: _____ Course/CRN: _____
_____ Short-term (3 1/2 consecutive weeks) Flat rate = \$50.113 an hour Non-Classroom Salary Schedule H
(Verify 67% Spreadsheet before assigning short or long-term sub to Adjuncts)

[] Other: _____

SECTION 2: VERIFICATION OF WORK COMPLETED

I have completed the assignment as listed above: _____ Employee's Signature Date Last 4 SSN #

SECTION 3: REQUEST FOR PAYMENT APPROVALS

Dean/Director Signature Date Director/VP, Human Resources Date



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Note: For more detailed information regarding supplemental services and other professional ancillary activities, refer to the AVC/Federation CBA (Article IX, 6.0), California Education Code § 87482.5 (c)(1), and other applicable AVC policies & procedures.

INSTRUCTIONS:

Section 1: Pre-Approval

- a) Complete the Pre-Approval section, filling in all requested information. Please be sure to add funding number to process this assignment. Both the Employee's and Dean's pre-approval signatures are required.
- b) Select one (1) Supplemental Service from the list. Please be sure to include additional information requested.
- c) After the Pre-Approval section has been completed and approval signatures obtained, the originating division/department office will maintain the original form on file (e.g., in a log book).

Section 2: Verification of Work Completed

Upon completion of the agreed upon work, the Employee must sign the original Request for Payment form maintained in the originating division/department office, verifying that the work has been completed.

Section 3: Request for Payment Approval Signatures

After the Employee and the approving Dean/Director both sign the Request for Payment form, the originating division/department office must submit the Original approved Request for Payment form to the Payroll Office by the appropriate deadline date as listed above.

FREQUENTLY ASKED QUESTIONS:

- **Where can I find this form?** You can obtain a copy of this form from the originating division/department office, the Payroll Office, and online from the HR & Employment Web page under [Forms](#).
- **Where do I submit this form?** The Supplementary Service form is initiated by the originating division/department. Upon completion of the supplemental service work, the employee must sign the original form (maintained in the originating division/department office), verifying that the supplemental service work has been completed as agreed upon. The originating division/department office will then obtain the required approval signatures and submit the approved Request for Payment form to the Payroll Office. **All incomplete** Supplementary Service forms will be returned to the originating division/department.
- **When will I get paid?** Valid verified and approved requests for payments, submitted to the Payroll Office in a timely manner as set forth above, will be processed by the Payroll Office and payment will be issued on the 5th of each month (or on another date in accordance with an assigned payroll schedule of the Los Angeles County Office of Education).
- **How sub assignment is paid?** Sub assignment is paid with a flat rate of \$50.113 per hour. If Division/Department office offers a short-term (hourly) or a long-term (LHE) sub assignment; **Division/Department office must verify 67% spreadsheet before assigning any sub assignments to Adjuncts.**

Division/Department office will fill out a Supplementary Service form only when the instructor works a short-term sub assignment for less than four weeks (3 ½ consecutive weeks). Example: From 05/01/14-05/19/14. When the short-term sub assignment becomes more than four weeks, Division/Department office must report it to Academic Affairs and the assignment will turn from hourly into LHE pay. Division/Department office will report daily sub assignments through the monthly time report to Payroll.