

FACULTY WORKLOAD SUMMARY

Date: _____ **Version #** **Academic Term:** _____ Tenure Track Faculty Part-Time Lecturer Full-Time Lecturer
Faculty Name: _____ **Reimbursement to be posted to - Fund:** _____ **Dept ID:** _____ **Acct:** _____
Last Name First Name
College: _____ **Department:** _____ **SSN (Last 4 digits only):** _____

ACTIVITY	WTU	PROJECT TITLE FUNDING SOURCE	ACTIVITY START DATE "FROM" ACCOUNT	ACTIVITY END DATE "TO" ACCOUNT	REIMBURSABLE & ACTUAL SALARY REIMBURSEMENT	REIMBURSABLE & ACTUAL BENEFITS REIMBURSEMENT	
Instruction	<input type="checkbox"/>						
Instructionally Related Activities	<input type="checkbox"/>						
Release Time (A)	<input type="checkbox"/>	Project Title _____	Activity Start Date _____	Activity End Date _____	Reimbursable Salary _____	Reimbursable Benefits _____	Bill Date _____ <small>dd/mm/yyyy</small>
		Funding Source _____	From Foundation Act # _____		Actual Salary _____	Actual Benefits _____	
Release Time (B)	<input type="checkbox"/>	Project Title _____	Activity Start Date _____	Activity End Date _____	Reimbursable Salary _____	Reimbursable Benefits _____	Bill Date _____ <small>dd/mm/yyyy</small>
		Funding Source _____	From Foundation Act # _____		Actual Salary _____	Actual Benefits _____	
Release Time (C)	<input type="checkbox"/>	Project Title _____	Activity Start Date _____	Activity End Date _____	Reimbursable Salary _____	Reimbursable Benefits _____	Bill Date _____ <small>dd/mm/yyyy</small>
		Funding Source _____	From Foundation Act # _____		Actual Salary _____	Actual Benefits _____	
TOTAL WTU	<input type="checkbox"/>				↓ Salary Reimbursements	↓ Benefits Reimbursements	
TOTALS: Foundation Funded Reimbursements							

_____ Faculty Affairs
Initials Overload Compliance Review

COMMENTS:

Project Director _____ **Dean** _____
Print Name Signature Date Print Name Signature Date

Department Chair _____ **AVP Academic Resources** _____
Print Name Signature Date Print Name Signature Date

College Resources Mgr _____ **Foundation** _____
Print Name Signature Date Print Name Signature Date