Non-Teaching Assignment Template

Please use this document to describe the non-teaching assignment. This document will then need to be emailed to [compensation@usfca.edu](mailto:compensation@usfca.edu) to determine the proper wage & hour classification for payment processing.

Type of Non-Teaching Assignment Choose an item. Name for Other Category.

Description of Duties: Please give a brief description of what the employee will be doing during this assignment. Include in the description any type of decisions the employee will be making on a regular basis in the position. Click or tap here to enter text.

Is this non-teaching assignment related to a class the employee is currently teaching?

Yes  No If yes please indicate name and CRN of class: Click or tap here to enter text.

Number of days per week spent on this non-teaching assignment: Choose an item.

Number of hours per day spent on this non-teaching assignment: Click or tap here to enter text.

Number of hours per week spent on this non-teaching assignment:Click or tap here to enter text.

Date assignment will begin: Click or tap to enter a date.

Date assignment will end (must be the last day of a pay period): Click or tap to enter a date.

Budget for this assignment: Click or tap here to enter text.

Your requested compensation for this assignment: Click or tap here to enter text.

How did you arrive at your compensation number? Click or tap here to enter text.