



**CENTRAL CONNECTICUT STATE UNIVERSITY  
REQUEST FOR PAYMENT UNDER ARTICLE 10.12.1**

Article 10.12.1 – Bargaining unit duties involving no load credit that are within the University but other than normal assignments may be offered to full-time members up to a total of 135 hours per semester (prorated for intersession or summer session as appropriate). Compensation for each 45 hours of work shall be one load credit at the compensation rates (below) listed in Article 11 of the AAUP Collective Bargaining Agreement.

Instructions: **BEFORE** work begins, hiring officer completes p. 1 of this form, obtains signatures, and copies Department Chair and Provost. Hiring officer maintains form and verifies that work is completed. Upon completion of work, hiring officer completes payment authorization (p. 2) and forwards to Human Resources. Approved form is forwarded to Department Chair and Provost.

**NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

ESTIMATED  
 WORK CLOCK HOURS: \_\_\_\_\_ ÷ 45 = \_\_\_\_\_ X \$ \_\_\_\_\_ = TOTAL **PROJECTED** COMPENSATION: \$ \_\_\_\_\_  
Load Credit Equiv. Wage per Load Hour

Estimated work clock hours cannot exceed 135 hours; **Total # of load hours worked cannot exceed 3.00 Load Credits per Art. 11.2**  
All numbers should be rounded up or down to the nearest .25

BANNER INDEX/ACCOUNT: \_\_\_\_\_ IS THIS PAYMENT GRANT FUNDED? Yes: \_\_\_ No: \_\_\_

**INDICATE THE DATE(S) THE SERVICE IS TO BE PERFORMED: (Complete most appropriate choice)**

**FOR GRANT FUNDED:** Specify quarter or if less than three (3) months, dates of service \_\_\_\_\_

01/01-03/31/202\_\_       04/01-06/30/202\_\_       07/01-09/30/202\_\_       10/01-12/31/202\_\_

**FOR NON-GRANT FUNDED:** Please indicate term: \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer / Year \_\_\_\_\_

**NATURE OF ASSIGNMENT:** (Describe in detail work to be performed. Attach additional pages, if needed.)

**Approval must be obtained before beginning any work.** By signing below, we certify that the assignment described is not part of a program which will involve the granting of academic credit and that there is no conflict between the scheduling of this 10.12 .1 assignment and the AAUP Member’s primary work schedule.

_____	_____
<b>HIRING OFFICER</b> (print name/signature)	<b>DATE</b>
_____	_____
<b>FACULTY MEMBER</b> (print name/signature)	<b>DATE</b>
_____	_____
<b>DEAN / DIVISION HEAD</b> (print name/signature)	<b>DATE</b>
_____	_____
<b>PROVOST / EXECUTIVE</b> (print name/signature)	<b>DATE</b>
<b>GRANT FUNDED REQUESTS ONLY:</b>	
_____	_____
<b>OFFICE OF POST AWARD GRANTS</b> (print name/signature)	<b>DATE</b>

cc: Department Chair

**\*\*\*\*\* RETURN TO HIRING OFFICER PENDING COMPLETION OF WORK \*\*\*\*\***

**COMPLETE PAYMENT AUTHORIZATION SECTION BELOW UPON COMPLETION OF WORK**

**PAYMENT AUTHORIZATION**

ACTUAL  
 WORK CLOCK HOURS: \_\_\_\_\_ ÷ 45 = \_\_\_\_\_ X \$ \_\_\_\_\_ = TOTAL COMPENSATION TO BE PAID: \$ \_\_\_\_\_  
Load Credit Equiv. Wage per Load Hour

Actual work clock hours cannot exceed 135 hours; **Total # of load hours worked cannot exceed 3.00 Load Credits per Art. 11.2**

**CERTIFICATION**

By signing below, I certify that the work described above has been completed.

\_\_\_\_\_  
**FACULTY MEMBER** (print name/signature) \_\_\_\_\_  
DATE

By signing below, I authorize said payment of the total compensation amount to the above-named Faculty Member.

\_\_\_\_\_  
**HIRING OFFICER** (print name/signature) \_\_\_\_\_  
DATE

**IF ACTUAL WORK HOURS EXCEED EXPECTED WORK HOURS, ADDITIONAL SIGNATURES ARE REQUIRED:**

\_\_\_\_\_  
**DEAN / DIVISION HEAD** (print name/signature) \_\_\_\_\_  
DATE

\_\_\_\_\_  
**PROVOST / EXECUTIVE** (print name/signature) \_\_\_\_\_  
DATE

**Grant Funded Requests Only**

\_\_\_\_\_  
**OFFICE OF POST AWARD GRANTS** (print name/signature) \_\_\_\_\_  
DATE

**Human Resources Only**

Approved: \_\_\_\_\_  
**Human Resources** (print name/signature) \_\_\_\_\_  
DATE

Employee ID: \_\_\_\_\_ Record #: \_\_\_\_\_ Check Date: \_\_\_\_\_

Revised: Aug 2024

RANK	AY 2025-2026 Wage Per Load Hour (8/25/2025-8/24/2026)
Professor	\$2,822
Associate Professor	\$2,602
Assistant Professor	\$2,402
Instructor	\$2,199