

Summer Term Teaching Assignment Memo

Date: March 5, 2024

To: Daisy Duck

From: CAS Biology

Re: Summer Term 2024 Teaching Assignment

Your 2024 summer term teaching assignment is the following:

Class Assignment	Start Date	End Date	Term FTE	Total Pay
Biology 102	6/24/24	7/19/24	.30	5456.35

This appointment is contingent upon having successfully completed a job-related background check and degree verification within the last two years and is subject to applicable University of Oregon policies and procedures. This appointment may also be subject to the United Academics Collective Bargaining Agreement (CBA). Article 1 of the CBA provides guidance regarding those positions that are in or out of the unit. This position is also subject to certain unit or department level policies and procedures. You may also call human resources with any questions. See addendum 1 for more specific information regarding applicable rules, policies and procedures. In the event of a conflict between applicable policy and/or CBA provisions and this offer letter, the policy and/or CBA provisions control.

By your signature on this notice or confirmation via email, you agree to complete the duties and responsibilities of your position for the courses assigned above, as outlined in any applicable unit level rules and in the collective bargaining agreement, which include but are not limited to the normal expectations to hold office hours and the timely submission of grades. We reserve the right to CANCEL CLASSES due to inadequate enrollment. In the event of such a cancellation, this notice may be rescinded and the University will have no liability for such rescission.

Printed Name

Signature

Date

Addendum 1

Employment with the University of Oregon is subject to the policies, procedures standards and directives of the University of Oregon, as amended from time-to-time, and applicable state and federal law. If you would like to review the university's current policies, please visit: <https://policies.uoregon.edu/content/z-index-uo-policy-statements>. Your employment may also be subject to the collective bargaining agreement between the University of Oregon and United Academics ("CBA"), a copy of which may be accessed from the University's Academic Affairs website at the following link: <http://academicaffairs.uoregon.edu/>. If you have any questions regarding the university's policies or procedures, please contact the department of human resources at (541) 346-3159. You may also be subject to policies and rules established by the unit, college or department you are working in. For information regarding those policies or rules, please contact your supervisor.

You are obligated to disclose to the Office of Innovation Partnership Services inventions conceived and materials developed with institutional resources or related to your University work. By accepting this position, you hereby assign to the University all right, title, and interest in such inventions and materials.



Payroll Accounting Web Page (click for instructions)

Employee Info:

Full Name: ID Number:

Annual Salary: Annual Basis: Position: Suffix:

Financial Info:

Banner Labor Distribution

Effective date 06/16/2024 :: Monthly Salary \$1,833.33 :: Appointment Pct 30.00%

test

10204

100.00%

ACCI	FUND	ORGN	ACCT	PROG	ACTV	Annual FTE	Appointment Salary	Actual FTE	Start	Stop
test			10204			0.0992	5,456.35	0.3000	06/16/2024	09/15/2024
						0.0992	5,456.35			

First, insert regular term FTE with full summer term dates

Submission Info:

	Print	Sign	Phone	Date
Prepared By				03/05/2024
Dept Head				
Dean/Dir				
Grad. Sch.(GTFs)				

HRIS PAW 07/2014

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 UO Business Affairs Office



Payroll Accounting Web Page (click for instructions)

Employee Info:

Full Name: ID Number:

Annual Salary: Annual Basis: Position: Suffix:

Financial Info:

Banner Labor Distribution

Effective date 06/16/2024 :: Monthly Salary \$5,577.60 :: Appointment Pct 91.27%

test

10204

100.00%

ACCI	FUND	ORGN	ACCT	PROG	ACTV	Annual FTE	Appointment Salary	Actual FTE	Start	Stop
test			10204			0.0992	5,456.35	0.9127	06/16/2024	07/15/2024
						0.0992	5,456.35			

Then insert appointment salary from test PAW into the budget amount and adjust dates to match course work.

Submission Info:

	Print	Sign	Phone	Date
Prepared By				03/05/2024
Dept Head				
Dean/Dir				
Grad. Sch.(GTFs)				

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