

**California Polytechnic State University  
Substitute Teaching Associate (2453)  
Payment Request Form**

**SUBSTITUTE TEACHING ASSOCIATE (TA) DATA**

Full Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_  
College: \_\_\_\_\_ Org Unit: \_\_\_\_\_  
Department: \_\_\_\_\_ Dept ID: \_\_\_\_\_  
Base Monthly Salary: \_\_\_\_\_

\_\_\_\_\_ The substitute teaching associate has another assignment this quarter.

\_\_\_\_\_ The substitute teaching associate's total workload WILL NOT exceed 20 hours/week or 7.5 WTUs/quarter.

**SUBSTITUTION DETAILS**

Course Substituting For: \_\_\_\_\_  
Person Substituting For: \_\_\_\_\_  
Reason for Substitution: \_\_\_\_\_  
Quarter of Substitution: \_\_\_\_\_  
Substitution Start Date\*: \_\_\_\_\_ Substitution End Date\*: \_\_\_\_\_

\*A separate payment request is required for each pay period.

**SUBSTITUTE PAY CALCULATION**

Enter # of Days in Academic Year (170): \_\_\_\_\_  
Calculation for # of Hours in Academic Year: \_\_\_\_\_  
Calculation for TA's Hourly Rate: \_\_\_\_\_  
Enter Total Prep/Grading Hours: \_\_\_\_\_  
Enter Total Instructional Hours: \_\_\_\_\_  
Calculation for Total Substitution Hours: \_\_\_\_\_  
Calculation for Total Substitution Pay: \_\_\_\_\_

**SIGNATURES**

Requested By: \_\_\_\_\_  
Department Head/Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that this employee is entitled to payment for the hours requested.

Approved By: \_\_\_\_\_  
Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR ACADEMIC PERSONNEL USE ONLY**

Entered By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

\* The Unit 11 Collective Bargaining Agreement, Article 2.6 provides: "...Substitute Teaching Associate assignments shall be made for a range of hours, and shall be compensated at the employee's existing hourly rate. Substitute Teaching Associate appointments shall be made from qualified Unit 11 employees who have notified the Department Chair that they are available for appointment as a Substitute Teaching Associate during the period of their primary appointment."