

INTEROFFICE MEMORANDUM

TO: Administrators and Department Heads
Employees who Process Letters of Appointment

FROM: Lyneisa Dotson

DATE: September 4, 2024

SUBJECT: Part- Time and Overload Letters of Appointment for Fall 2024

1. Letters of Appointment for Part-Time Instructors and Overloads:

- An updated 2024 Part- Time Pay Schedule can be found on MyGadsdenState, under Departments > Payroll > Links > Part- Time Pay Schedule.
- Please complete the Fall 2024 part-time overload spreadsheet to request part-time instructor Letters of Appointment which can be found on MyGadsdenState, under Departments > Payroll > Links > Request for Part-Time Instructor & Overloads Letter of Appointment.
- Return the completed spreadsheet to jobs@gadsdenstate.edu by 09/06/24.
- HR will send out the requested LOAs by 09/13/24.
- Return all signed LOAs to HR at jobs@gadsdenstate.edu by 9/18/24.
- Additional requests will require a **new spreadsheet** to be submitted.

2. Letters of Appointment for Part-Time Hourly and other non-instructional employees:

- Current hourly LOAs ended 8/31/2024. New letters of appointment will need to be requested for **ALL** hourly employees with the 2% increase.
- To request LOAs for part- time hourly and other non- instructional contracts (**614000 or 616000**), complete the Request for Part-Time Letter of Appointment which can be found on MyGadsdenState, under: Departments > Payroll> Links > Request for Part- Time Hourly Letter of Appointment.
- Please submit the completed forms to HR at jobs@gadsdenstate.edu email.