



**Part - Time Faculty
Authorization to Extend Pay Over Breaks for Full Term Classes**

**Full Term Classes meet from the start of the term to the end of the term as defined by the Academic Calendar.
*Late start and short term classes are not eligible for this option.***

Name: _____

ID #: _____ School: _____

CNM will manually extend pay for **full-term courses** if one of the following conditions apply:

- An instructor has insurance deductions prior to the beginning of the term and is teaching at least one full term course.
- Has submitted this form and is teaching a full term course.

Please select an option if you want CNM to extend pay over the breaks:

____ I elect to have my pay extended for all full-term courses for all terms.

--or--

____ I elect to have my pay extended for full-term courses only for the below terms.

____ Fall 2015 (PP19-PP1) **10 pay periods**

____ Fall 2016 (PP18-PP1) **10 pay periods**

Spring and Summer 2016 - there is no need for extending pay, full term courses will pay through the break.

Completed form must be submitted to the Payroll Office before the start of the term. It may be submitted by campus mail, electronic mail to payroll@cnm.edu, or in person. If you have any questions please call 224-4444, and select the option for your school.

To verify that your pay is set up to extend though the break, please check your pay advice for the earning code DA.

If you signed up for extended pay and you do not see the DA on your pay advice, contact the payroll office immediately.

Part time faculty can also verify their pay per course by reviewing their pay advice. The course numbers are identified on the pay advice, by dividing the total contract amount, in myCNM of any given course, by the bi-weekly pay. This will determine how many pay periods the course will be paid over.