

Work Experience Faculty Advisor Claim Form

Semester/Year:	Faculty Advisor: <small>(Please Print/Type):</small>
WEXP Coordinator Signature Date	Faculty Advisor Signature Date

***\$192.16 per student plus \$24.23 mileage per student = \$216.39 total per student**

Please refer to the instructions on page two of this form. In order to process your claim, it is important that you complete all requirements correctly. **Please check that all required information is visible on your printed form.**

	Last Name	First Name	Enrollment Start Date	Enrollment End Date	Claim Amount* \$192.16
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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Director Community Engagement Signature: _____	Date Submitted: _____
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Delivered to IER&CE office for processing: _____ Account Number: _____

Work Experience Faculty Advisor Claim Form

Payroll Claim Form Instructions for Faculty Advisors

General Instructions

- Claims will be reviewed by the WEXP Secretary and submitted to Division Program Specialist for review according to HR policy and payroll deadlines. The claim will then be sent to you for approval.
- Please review this form for accuracy and sign as appropriate. If there are errors, please contact the Career Connections office for updates and changes.

Claim Requirements

Faculty Advisors will be paid as follows (per Temporary, Part-Time & Full-Time Overload Lecture/Hourly Faculty Salary Schedule Range/Step D4) x 2.16 factor:

- a. 2.16 hrs. at D4 (\$88.96/hr.) per student (Range/Step D/4 on Appendix B-3 Temporary, Part-Time & Full-Time Overload Lecture/Hourly Faculty Salary Schedule). 2.16 hour per student completing the course (Advisor Grade Sheet) - \$192.16; 1.5 hours for students completing the Job Site visit (Form D)- \$133.44; 0.75 hour for students completing an initial Faculty Advisor-student meeting and Learning Objectives (Form C)- \$66.72.
- b. Mileage of \$24.23 per student per semester (based on average of 37 miles per student per semester) for students completing the Job Site visit (Form D)

Enrollment Dates:

- The *enrollment start date* is the start date for the term in which the student is enrolled.
- The *enrollment end date* for students who completed the course is the date that Work Experience hours conclude for the semester.
- The *enrollment end date* for students who withdrew from the class is the date the student dropped the course. If you are unaware of this date, the WEXP Secretary can help supply it.

Grading

- All students listed on the final roster must be assigned a grade or I (incomplete due to special circumstances). Grades will be submitted to the WEXP Lead Faculty.
- Turn in all final **Student Files** (with all student documents completed and enclosed) to the Career Connections office by the date final grades are due. The WEXP Lead Faculty will inform advisors regarding the grade due date.
- Please organize and double check each student file before turning into the Career Connections office for review. If forms or signatures are missing, it is your responsibility to obtain them so completed files can be turned into the office. You must confirm that all work hours are calculated and recorded accurately. Please be pro-active to avoid these situations.
- All forms must be complete including the information at the top of each form.
- Include copies of pertinent emails as a record of your additional student interactions.