LOA INSTRUCTIONS

This form is to appoint an NTT Faculty person for a term of two or more years.

NOTE:
A copy of this LOA MUST be sent to HR annually.

1. Enter Preparer’s name and contact number. Enter the EPAF Transaction # (if applicable).

2. For a new person, select “New Hire” (EPAF must be submitted).

3. For an existing person who has a change from the expiring LOA, select “New LOA as of July 1st with Change” (EPAF must be submitted).

4. For an existing person who has no changes from the expiring LOA, select “New LOA as of July 1st no change” (EPAF is NOT needed).

5. Indicate if a Pre-Employment Background Check has been requested. If it has not, click on the link provided to request a background check.

6. Enter the date, person’s name & address.

7. If this person has an existing LOA, complete the information regarding the expiring LOA in the current information section. If this LOA is for a New Hire, leave this section blank.

8. Enter the LOA information.

9. List the job duties.

Note: Instructions for Monthly Salary, FTE and FTE Base are shown on page 2.
FTE & Salary associated with Fall semester only, AY, or FY
FTE & Salary associated with Spring if it differs from Fall FTE & Salary
Employee FTE based on 15 credits calculation (FTE = .60)
Total number of credits being taught for this contract.
10. Enter the date and person’s name.

11. Obtain the necessary signatures.