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Bishkek, Kyrgyzstan

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**Human Resources Office**

Chyngyz Shamshiev\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President/ Chief Operating Officer

Chynarkul Ryskulova \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President of Academic Affairs

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teaching Overload Payment**

Kindly ask your permission to **pay for teaching overload** to the following faculty member(s):

**NBKR rate: $1= \_\_\_\_\_\_\_\_\_**(by Finance Office)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| № | **Name** | | **Position** | **Program** | **Extra credits** | | **Total number of extra credits to be paid for (in 20\_\_ - 20\_\_ AY)**  **Formula:**  Total**=**Fall (per semester) extra credits + Spring (per semester) extra credits | **Grant(s) name\*** | **Budget line** | **Budget sub-line** | *To be filled in by Finance Office after submission by Initiator* | | | |
| **Per Fall 20\_\_\_** | **Per Spring 20\_\_\_** | **Subtotal**  **(gross)** | | **2,25 %** | **Total** |
|  |  | |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | |  |  |  |  |  |  |  |  |  |  | |  |
|  | | **TOTAL** (To be filled in by Finance Office) | | | | | | | | | | | |  |

|  |  |  |
| --- | --- | --- |
| **Initiator: Department Chair, Program Director** | | |
| Name | **Signature** | **Date** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by Department Chair, if Initiator is Program Director** | | | |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

**Received by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
| 1. |  | HR Coordinator |  |  |

**Approved by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
|  |  | Deputy Financial Director /Chief Accountant |  |  |
|  |  | Financial Director / Financial Analyst |  |  |
|  |  | Grants Office Specialist (if expenses are covered by grant)\* |  |  |
|  |  | Grants Financial analyst (if expenses are covered by grant)\* |  |  |
|  |  | Director of Grants Coordination Office (if expenses are covered by grant)\* |  |  |
|  |  | HR Director |  |  |