7/6 Aaly Tokombaev, 720060,

Bishkek, Kyrgyzstan

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**Human Resources Office**

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

 Vice President/ Chief Operating Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* |
| **Fall 20\_\_\_** | **Spring 20\_\_\_** | **Subtotal****(gross)** | **17,25 %** | **Total**  |
| **per month** | **per semester** | **per month** | **per semester** | *All amounts should be in KGS* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** (To be filled in by Finance Office) |  |

|  |
| --- |
| **Initiator:Head of Office, 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** |
|  |  | Accountant |  |  |
|  |  | Chief Accountant  |  |  |
|  |  | Deputy Financial Director / Head of Accounting |  |  |
|  |  | Senior Financial Analyst/ Financial Analyst |  |  |
|  |  | Grants Office Specialist (if expenses are covered by grant)\* |  |  |
|  |  | Deputy Director of Grants Coordination Office (if expenses are covered by grant)\* |  |  |
|  |  | Director of Grants Coordination Office (if expenses are covered by grant)\* |  |  |
|  |  | HR Director |  |  |