**Fayetteville Technical Community College**

**Part-Time Contract Request**

Email completed form to the Part-Time Contracts office at [parrys@faytechcc.edu](mailto:parrys@faytechcc.edu) (opens in new window).

**Date:**

**From:**

Please prepare a contract in accordance with the following information:

**Employee’s Name:**

**Datatel Number:**

**Department:**

**Job Title:**

**Supervisor’s Name:**

**Start Date** (MM/DD/YYYY)**:**

**End Date** (MM/DD/YYYY)**:**

**Budget Code:**

**Contract Type (Select Only One):**  **Hourly (Time Sheet)**

* **Hourly Rate of Pay: $**
* **Total Hours for this Contract:**

**OR**

**Stipend**

* **Total Amount:** $

**Additional comments to be added to the contract:**

**Approved by:**

|  | Blank |  |
| --- | --- | --- |
| **Dean/Director/AVP/VP (Electronic Signature)** | Blank | **Date** |

*For Part-Time Contract Office Use*:

Processed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_