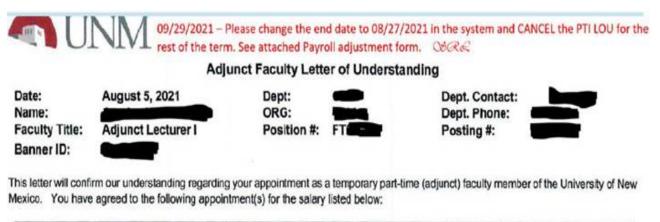
When cancelling a PTI LOU that is already in the system but has a *different* end date, do the following:

Example: a PTI LOU that should have been cancelled one week after school started

- 1. Using the original PTI LOU, cross out the original end date (12/17/2021 in this example)
- 2. Below the original end date, write in the end date that the PTI resigned in red (08/27/2021 in this example) and initial it so that OAP can visually see the date change
- 3. Add a comment in red in the upper right-hand corner of the PTI LOU:
 - 1. Start with Date first, then add a note to change the end date to 08/27/2021 in the system and CANCEL the PTI LOU for the rest of the term.
- 4. Initial the comment
- 5. Email the revised PTI LOU to OAP at <u>faculty@unm.edu</u> and copy Shirley Rey and Brisha
- 6. Since the PTI LOU was cancelled late (and the PTI has been overpaid), please include a payroll adjustment form to the revised PTI LOU



| Subject/Course/Section OR Preceptor/Proctor | Credit Hours Or Total Hours | Appt % | Start Date | End Date | Salary | Index-Account Code |
|------------------------------------------------|-----------------------------------|--------|------------|------------|---------|--------------------|
| 2110 001 | 3 | 25 | 08/23/2021 | 12/17/2021 | 4284.80 | 2007 |