


**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 [faculty@unm.edu](mailto:faculty@unm.edu) 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**

 09/29/2021 – Please change the end date to 08/27/2021 in the system and CANCEL the PTI LOU for the rest of the term. See attached Payroll adjustment form. *OSRE*

**Adjunct Faculty Letter of Understanding**

**Date:** August 5, 2021      **Dept:** [REDACTED]      **Dept. Contact:** [REDACTED]  
**Name:** [REDACTED]      **ORG:** [REDACTED]      **Dept. Phone:** [REDACTED]  
**Faculty Title:** Adjunct Lecturer I      **Position #:** FT-[REDACTED]      **Posting #:** [REDACTED]  
**Banner ID:** [REDACTED]

This letter will confirm our understanding regarding your appointment as a temporary part-time (adjunct) faculty member of the University of New Mexico. You have agreed to the following appointment(s) for the salary listed below:

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

*08/27/21 OSRE*