

## Steps for paying existing faculty for a non-teaching position through Perkins funding:

1. Complete the **Authorization for Payment and Load** form.
2. Write up a brief memo of what the duties/responsibilities are of this position.
3. Sign the form and send it, along with the duties memo, to your Dean for signatures, who will then forward it to the VP of Educational Resources, who will then send it to the Perkins administrator for final approval.
4. Once final approval is completed, have the employee log into the Portal System ([myportal.fhda.edu](http://myportal.fhda.edu)) and approve the contract. The employee may now start working.
5. Every month, the employee must complete a **Monthly Activities Log Sheet** and go through the signature process as indicated on the bottom of the form.