# SONOMA STATE UNIVERSITY | Office of Faculty Affairs

## TO BE COMPLETED BY Hiring Department

| | |
|---|---|
| Form Completed By: | Phone #: |
| Dept. Name: | Dept. #: |

**THIS FACULTY MEMBER IS EMPLOYED FULL-TIME AT SONOMA STATE UNIVERSITY. I HAVE CONFIRMED WITH THE FACULTY MEMBER THAT ACCEPTING THIS ASSIGNMENT DOES NOT EXCEED THE MAXIMUM WORKLOAD OF 125% AS ALLOWED BY THE CSU.**

## ASSIGNMENT Specifics

Employee Name
As listed in PeopleSoft:                          Empl ID:                    Empl Rec#:

Department Name:                          Department #:          Payroll Unit:

Duration of Appointment      Start Date:                End Date:

    Fall Semester                          Spring Semester                          Partial Semester

**Purpose of the Special Project/Assignmen**t:




| **Time Base of Appointment** **As Entered on the Calculator:** | **Full Compensation for this Assignment** **(As indicated on the Calculator)**          $ |
|---|---|

**Grant Related:**          YES          NO

### DISTRIBUTION OF LABOR COST – Complete if using account other than department operating funds

| Account | Fund | Finance Dept. | Program | Class | Project/Grant | Amount to be paid | % of distribution |
|---|---|---|---|---|---|---|---|
| **601100** | | | | | | | |
| **601100** | | | | | | | |
| **601100** | | | | | | | |
| | | | | | **Total** | | |

**Program / Class / Comments**:


## TO BE COMPLETED BY PRINCIPAL INVESTIGATOR (IF GRANT FUNDED)

**Signature:**                                        **Date:**


## TO BE COMPLETED BY APPROPRIATE ADMINISTRATOR

**Signature:**                                        **Date:**

**Submit to: Temporary Faculty Employment Specialist**

| *FACULTY AFFAIRS USE ONLY* | | *cc: Personnel Action File* |
|---|---|---|
| *Approved and Keyed into PeopleSoft* | *Initial* | *Date* |
| *Copy of Appointment Sent to Payroll and Benefits* | *Initial* | *Date* |
| *Copy of Grant Related Appointment Sent to Financial Services* | *Initial* | *Date* |

*QUESTIONS / CONTACT*

if you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)