

The following procedure is applicable to individuals classified as Part-Time Faculty Additional Employment (Class Code 4660) only.

Step 1: Supporting Documentation

If the individual is new to SSU, they must attach a current resume as supporting documentation that the individual is qualified to perform the work indicated.

Individuals hired for part-time faculty additional employment who are new to SSU or returning after a break in service of one year or more, must complete the sign-up process in Human Resources on or before the effective date of the additional employment appointment. Work may not begin until the sign-up process has been completed.

Step 2: Pre Authorization

Complete a **Pre Authorization for Part-Time Faculty Additional Employment Form** & review the requirements on the form.

To ensure the integrity of the process and to avoid subjecting the University to liability, an individual shall not begin work until the **Pre Authorization for Part-Time Faculty Additional Employment Form** has been approved by Academic Personnel. The 'employee' and 'hiring department' will be responsible for filling out the **Pre Authorization for Part-Time Faculty Additional Employment Form** before the services are performed. The form must be submitted to facultyadd@sonoma.edu **10 days** prior to start of assignment.

Step 3: Part-Time Faculty Additional Employment Appointment Changes

Once a **Pre Authorization for Part-Time Faculty Additional Employment Form** has been approved, substantial changes in the assignment, any changes in the daily salary rate, or an increase in the total number of days authorized will require submission of a revised **Pre Authorization for Part-Time Faculty Additional Employment Form** to facultyadd@sonoma.edu.

Step 4: Payment of Part-Time Faculty Additional Employment

Once the **Pre Authorization for Part-Time Faculty Additional Employment Form** has been approved and a Pre-Authorization Reference Number has been provided for the document, submit the **Payment Voucher for Part-Time Faculty Additional Employment Form** to facultyadd@sonoma.edu before the 20th of each month or upon completion of the assignment, whichever occurs first. A separate **Payment Voucher for Part-Time Faculty Additional Employment Form** will be required by each pay period. If the employee wants their check mailed to them, they must submit a self-addressed, postage paid stamped envelope to payroll.

In the event the assignment described on the **Pre Authorization for Part-Time Faculty Additional Employment Form** is not completed, the University reserves the right to cancel the appointment.

Keywords for Part-Time Faculty Additional Employment Forms (4660)

- **Employee Name:** Enter employee name as it appears in PeopleSoft or on the employee's Social Security Card. No nicknames allowed even if it's their preferred name.
- **Employee ID:** Enter employee's PeopleSoft identification number.
- **Home Department Name:** Enter employee's home department name.
- **Home Department Number:** Enter employee's home department number. Must be compatible to the faculty home department name.
- **Pay Period:** Enter month and year in which work was performed.
- **Hiring Department Name:** Enter name of the hiring department.
- **Pre Authorization Number:** The Pre Authorization Number will be provided by an Academic Personnel staff member, upon approval of your pre-authorization.
- **Hiring Department Number:** Enter 4-digit number of hiring department.
- **Daily Rate:** The daily rate for the assignment; please review the salary schedule for minimum/maximum rates on the CSU website for the [4660 classification](#).
- **Total Days Worked:** Make sure that the total FTEs does not exceed 125% workload.
- **Total Payment:** The daily rate times the total days worked, will equal the total payment.
- **Distribution of Labor Cost:** Complete if using account other than department operating fund.
- **Review and Approval:** Make sure all required digital signatures are on the form (including the employee's signature) before sending it to facultyadd@sonoma.edu. If any forms are submitted without the appropriate signatures or in an incorrect format, it will be returned and not processed until corrections are provided.