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.
PROCEDURE FOR PART-TIME FACULTY
ADDITIONAL EMPLOYMENT

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.