

<b>TO BE COMPLETED BY Hiring Department</b>							
Form Completed By:							
<b>ASSIGNMENT Specifics</b>							
Employee Name (as listed in PeopleSoft):						Empl ID:	
Department Name:						Department #:	
Project Name:							
<b>This works meets the standards outlined in the CFA Collective Bargaining Agreement, Article 36 for additional employment</b>							
<b>Assignment:</b>							
Time Base of Appointment As Entered on the <a href="#">Calculator</a> :				Full Compensation for this Assignment (As indicated on the Calculator) \$			
Grant Related: YES NO				Fund Activated: YES			
<b>DISTRIBUTION OF LABOR COST – Complete if using account other than department operating funds</b>							
Account	Fund	Finance Dept.	Program	Class	Project/Grant	Amount to be paid	% of distribution
601100							
601100							
601100							
					Total		
<b>Program / Class / Comments:</b>							
<b>TO BE COMPLETED BY EMPLOYEE</b>							
During the period of this appointment, I will be concurrently working at Sonoma State University as follows:							
Department:						Units:	
Department:						Units:	
Department:						Units:	
Grant Work:						Units:	
School of Extended and International Education:						Units:	
I am Employed at another CSU				YES	NO		
If yes, Campus:						Units	
<b>I CONFIRM THAT I AM EMPLOYED FULL-TIME AT SONOMA STATE UNIVERSITY AND WILL NOT EXCEED AN OVERALL WORKLOAD OF 125%. Signature: Date:</b>							
<b>TO BE COMPLETED BY PRINCIPAL INVESTIGATOR (IF GRANT FUNDED)</b>							
Signature:						Date:	
<b>TO BE COMPLETED BY APPROPRIATE ADMINISTRATOR</b>							
Signature:						Date:	
<a href="mailto:facultyadd@sonoma.edu">Submit to: facultyadd@sonoma.edu</a>				Please submit one email per faculty member assignment			
<b>ACADEMIC PERSONNEL USE ONLY</b>						cc: Personnel Action File	
Empl Rec #:	Payroll Unit:	Approved and Keyed into PeopleSoft	Initial	Date			
Copy of Appointment Sent to Payroll and Benefits			Initial	Date			
Notes							
If you have any questions about completing this form, please contact Academic Personnel at <a href="mailto:facultyadd@sonoma.edu">facultyadd@sonoma.edu</a>							