

Appointment Guidelines for Substitute Faculty (R03 Only)

When hiring a substitute faculty it is necessary that they meet the hiring criteria and requirements, as would a temporary faculty member.

REQUIREMENTS: CV or Resume, Faculty New Employee Information Form and a successful background check. It is also required that the New Employee Sign-up be completed with Employee Services.

TO BE COMPLETED BY HIRING DEPARTMENT											
Form Completed By:	Person who completed the form and is responsible for verifying the information on the form										
Phone #:	On campus phone number of the person completing the form										
APPOINTMENT											
Employee Name:	Enter the name of faculty member doing the work (as seen in PeopleSoft or on their social security card)										
Empl ID:	The faculty members identification number assigned in the PeopleSoft system.										
Empl Rec #:	The specific record number that coincides with the department and job title for the appointment										
Department Name:	Department in which the employee will be doing work										
Department #:	The respective 4-digit number for the department in which the employee will be doing work										
Payroll Unit #	This is the number used to sort paychecks and is specific to each department										
PAY PERIOD (This appointment may not exceed 20 calendar days from the start to the end of the appointment)											
Pay Period:	The month and year in which the work is performed. Only one month can be represented on each form. Complete an additional form if the assignment crosses months.										
Hours:	This should represent the hours of work in the classroom only (not total hours required).										
Range:	<p>This job code has three ranges. Where the substitute faculty has an existing temporary faculty appointment in the department, the range chosen is based on that person's range in the existing appointment.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Range as a Lecturer</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Range as a Substitute Faculty</td> <td>1</td> <td>2</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>If the person does not have an existing appointment in the department, the school should choose the appropriate range for the course in which the substitution is taking place.</p>	Range as a Lecturer	2	3	4	5	Range as a Substitute Faculty	1	2	3	3
Range as a Lecturer	2	3	4	5							
Range as a Substitute Faculty	1	2	3	3							
Hourly Rate:	<p>Within each range, there are two pay rates please use the CSU Salary Schedule:</p> <ul style="list-style-type: none"> - For lecturer courses - For laboratory courses <p>The school should choose the appropriate rate for the course in which the substitute is working.</p>										
Total Hours:	This is the total hours worked in the classroom for this pay period.										
Total Payment this pay period:	Total payment is the sum based on the hourly rate multiplied by the total hours worked during the pay period.										
Distribution of Labor Cost – Complete if using account other than department operating funds											
Fund	This is the 5 digit (2 alpha and 3 numeric) PeopleSoft fund number. Example: SO100.										
Finance Dept.	This is a 4-digit numeric code. In some cases, this will be different from the HR Department Number.										
Project/Grant	If applicable, for the Project, indicate the 5 digit numeric code and the fund number for the Grant.										
Amount to be paid	The correct portion of the compensation to be paid by the specific fund										
% of distribution	Indicate the percentage to be applied to each fund, based on the amount to be paid from each specific fund										
TO BE COMPLETED BY THE SUBSTITUTE FACULTY											
<p>The substitute faculty must sign and date the form, as this a payment voucher for the work. If the employee wants their check mailed to them, they must submit a self-addressed, postage paid stamped envelope to payroll and Benefits.</p>											
Approval Signatures											
To be Completed by Hiring Department Appropriate Administrator	Printed name and signature of the Appropriate Administrative from the hiring department										