

**Instructions for Processing
Additional Employment for Full-Time Faculty Appointments (2403 job code)**

**ADDITIONAL EMPLOYMENT FOR FULL-TIME FACULTY – MONTHLY ASSIGNMENT
ADDITIONAL EMPLOYMENT FOR FULL-TIME FACULTY – FULL SEMESTER ASSIGNMENT
ADDITIONAL EMPLOYMENT FOR FULL-TIME FACULTY – SUMMER ASSIGNMENT**

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
Department Name:	Name of the hiring department
Department #:	The respective 4-digit number for the hiring department
I confirm...will not exceed workload of 125%	Once this is verified - the Signature and date validates this has been researched
APPOINTMENT	
Employee Name: As listed in PeopleSoft	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
Start Date	The start date of the appointment (first day of work). Academic Year/Semester appointments must coincide with the Academic Calendar.
End Date	The appointment will end this date (last day of work). Academic Year/Semester appointments must coincide with the Academic Calendar.
Purpose of this Special Project / Assignment	Brief description of the deliverables
Grant Related	Indicate if this appointment is to be funded by general funds (NO), or grant, special funds (YES)
Calculator and Calculation for Appointment	
Please refer to the instructions provide for each specific calculator based on the appointment type	
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
Approval Signatures	
To be completed by Principal Investigator (<i>if Grant Funded</i>)	Printed name and signature of the Principal Investigator of the grant in which funds are used
To be Completed by Hiring Department Appropriate Administrator	Printed name and signature of the Appropriate Administrative from the hiring department