Office of Academic Affairs
Faculty Additional Employment Request (2403)
Reference Guide
Version 1.0 – May 2021

Overview

This document provides an overview of the   form, its sections, and important details and gotchas that bear special mention. Each section of the request is listed below in order in which they appear on the form.

Requestor

This section captures information about the employee who commits to providing oversight, accountability, and confirmation of the fulfillment of the request and its deliverables. Essentially, in the case of an audit, this is the employee who is expected to account for the appointment as requested.

Name	The requestor's full name.
NetID	The requestor's NetID.
Email	The requestor's official Cal State East Bay email address.
DEPTID – Department name	The requestor's DEPTID and department name (e.g. 10020 – Academic Affairs.

Appointee

This section captures information about the employee who is being appointed to fulfill the terms of the appointment. In short, this is the employee being hired to complete the work described on the form.

Name	The appointee's full name.
NetID	The appointee's NetID.
EMPLID	The appointee's EMPLID as found within Job Data in PeopleSoft MyHR. All nine (9) characters are required, including leading zeroes.
Position number	The appointee's primary job position number as found within Job Data in PeopleSoft MyHR, the Work Location tab. All eight (8) characters are required. The primary job is denoted in the "job indicator" field with a value of
DEPTID – Department name	The appointee's primary job DEPTID and department (e.g. 10020 – Academic Affairs) as found within Job Data in PeopleSoft MyHR, the Work Location tab.

Appointment Details

This section captures information about nature of the requested appointment (and its subsequent translation to employment), the appointee's specific qualifications, and expectations for what is required for appointment fulfillment. If asked at any time, the requestor is expected to expound upon any of the items here and, as well, provide proof of deliverables listed.

Title   A short description of the work or project to be undertaken.
Summary of major duties

Time & Effort

This section captures the timeframe and effort necessary for fulfillment of the request and its deliverables. Two options are provided: an academic year term or a specific date range not to exceed 90 days.

Academic Year Term	A single academic year term is the timeframe with the corresponding WTU listed as the effort. WTU may not exceed 15. Summer and Winter terms will have listed WTU scaled for 125% rule compliance.
Specific Date Range	A specific start date and end date, both as weekdays, is the timeframe with corresponding FTE listed as the effort. Start date and end date must be weekdays. Effort on weekends should be captured by the surrounding Friday and following Monday. FTE may not exceed 1.0 (the equivalent of 8 hours per day). Appointment requests exceeding 90 days must be broken into multiple parts, each being a conforming request.

This portion of the Time & Effort section is completed if the request is submitted after the due date listed on the form. Exceptional circumstances causing the late submission of the request are provided as justification. Failure to reasonably plan ahead is an insufficient justification. Waiting to request appointment until after work is completed is an insufficient justification.

Days

Pay

This section captures the total to be paid for the appointment along with a justification for how that pay was determined.

Total payout	The total amount to be paid for fulfillment of the appointment. Actual payout may slightly vary due to limitations of payroll appointment configuration.
Justification	Justification for how the total payout (and corresponding rate of pay) was determined. Listing of a calculation without corresponding rational is constitutes an insufficient justification. Rates of pay that are dramatically different compared to the appointee's regular rate of pay may require separate approval (to be attached) or may be declined as unreasonable.

Labor Cost Distribution

This section captures the financial cost center for the total payout via chartfield string. The requestor must have fiscal authority over the cost center(s) listed. In the case of split costs, multiple chartfield strings must be listed. Any chartfield listed without proper fiscal authority of the requestor or the appropriate administrator may result in a declined request.

Approvals

This section captures the signatures required for approval of the request. The purpose of each signature is listed on the request.

Questions

General questions about this guide may be posted to #oaa-process-125-rule within the Cal State East Bay Slack grid. Specific questions, including those about specific faculty, Article 36 eligibility, and other questions about additional employment compliance, may be directed to:

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