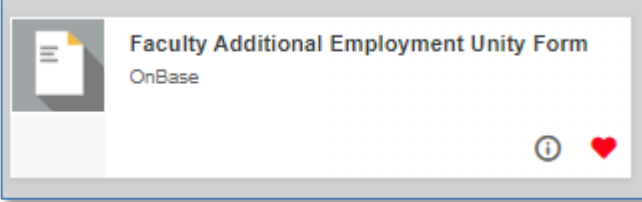
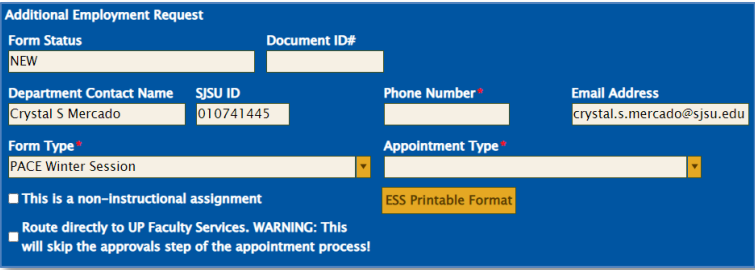
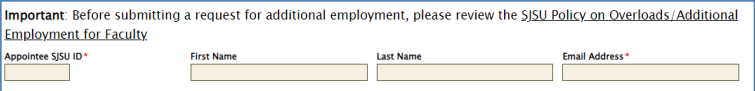
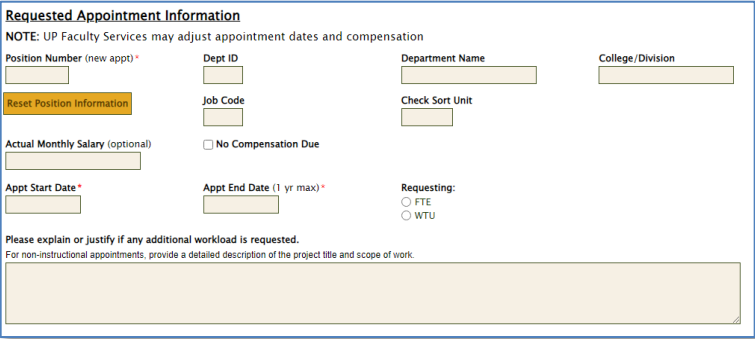


This appointment is used for PACE Special Session courses that occur during the winter intersession. In approximately 3 weeks, faculty are generally able to teach one 3 unit course (refer to the [Winter Session Additional Employment Guidance](#) document for examples of approved faculty workloads).

<p>1. Access the Additional Employment Request Form via one.sjsu.edu</p>	
<p>2. Fill out all information at the top</p> <ol style="list-style-type: none"> Phone Number Form Type: PACE Winter Session Appointment Type: Choose the appropriate type. Refer to Appendix for the description of each type Checkbox titled "This is a non-instructional assignment": check this box if the appointment is for work other than teaching. Refer to step 10 for instructions regarding a Non-Instructional Assignment. 	
<p>3. Enter the faculty member's SJSU ID and their name and email address will auto populate. When entering the name of a new faculty, it may not populate automatically. In this case, enter the name in the 'Please explain or justify if any additional workload is requested' section. The Faculty Services team will then activate the faculty member.</p>	
<p>4. Enter the appointment information</p> <ol style="list-style-type: none"> Position Number: Must map to a job code 2322. Dept ID, department name, college/division, job code, and check sort unit will automatically populate once position number is entered Actual Monthly Salary: Optional to enter Checkbox titled "No compensation due": check this box if the faculty member will not receive payment for this appointment Appt Start Date: Choose the appropriate date; If the start date is before the course start date, justification must be entered 	

e. Appt End Date: Choose the appropriate date; cannot be more than one year; If the end date is after the course end date, justification must be entered

f. Requesting FTE/WTU: Choose one of the 2 options and enter the amount of workload for the faculty member

g. Textbox titled "Please explain or justify if any additional workload is requested": Input details and descriptions of the scope of work. If using "Alternative Salary," include a summary of the details.

5. Enter information about the class. Note that additional rows for multiple classes can be entered by clicking the "Add" button.

a. Subject

b. Catalog #

c. Section #

d. Class Start Date: Start date of the course

e. Class End Date: End date of the course

f. WTUs: Should match the WTUs in field titled "Requesting FTE/WTU"

g. # of Students: Choose the appropriate number

h. Faculty Rank: Choose the appropriate rank; should match the rank of their regular session position if they have one

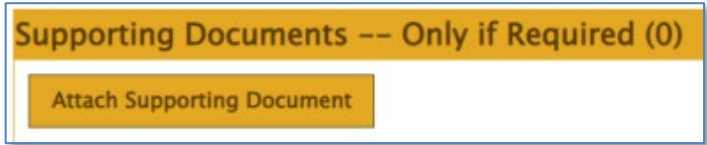
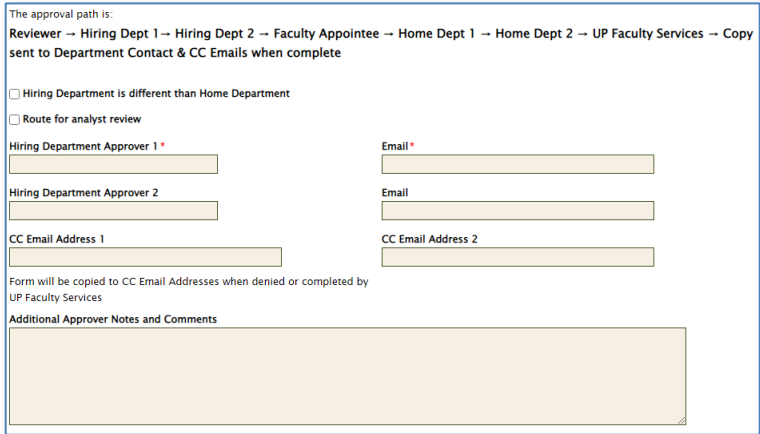
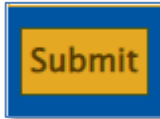
i. Unit Rate: Refer to the [Salary Schedule 2322](#)

j. Class Salary: This field will automatically calculate the amount for each class listed

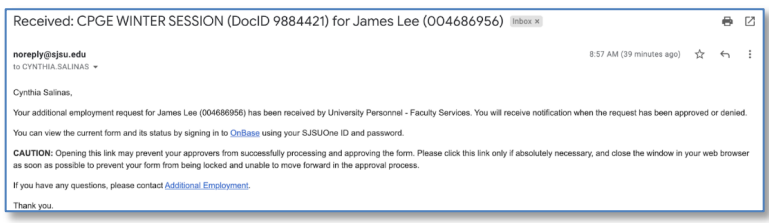
k. Salary Term Total: This field will automatically calculate the overall amount for all classes listed

l. Checkbox titled "Use Alternative Salary": Check this box if you are using a different salary than that listed on the [CSU Salary Schedule](#). Refer to step 11 for instructions regarding Alternative Salary

The screenshot shows the 'Faculty Schedule Pre-Approval & Payment' form. At the top is a 'Class List' table with columns: Subject*, Catalog #*, Section #*, Class Start Date*, Class End Date*, WTUs*, # of Students*, Faculty Rank*, Unit Rate*, and Class Salary. Below the table, there is a link for 'CSU Salary Schedule - 2322 (External Link)', a 'Salary Term Total' field showing '0.00', a checkbox for 'Use Alternative Salary', and fields for 'Fund Number' and 'Account #' (with '601814' entered).

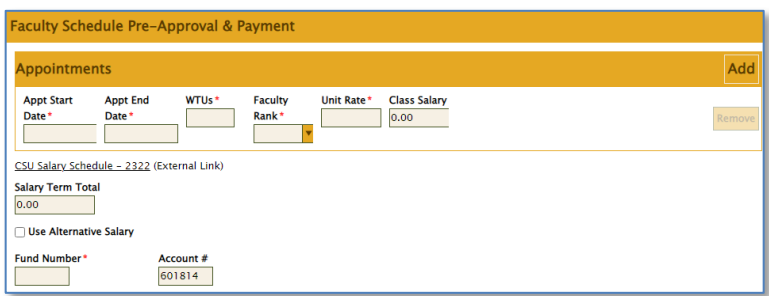
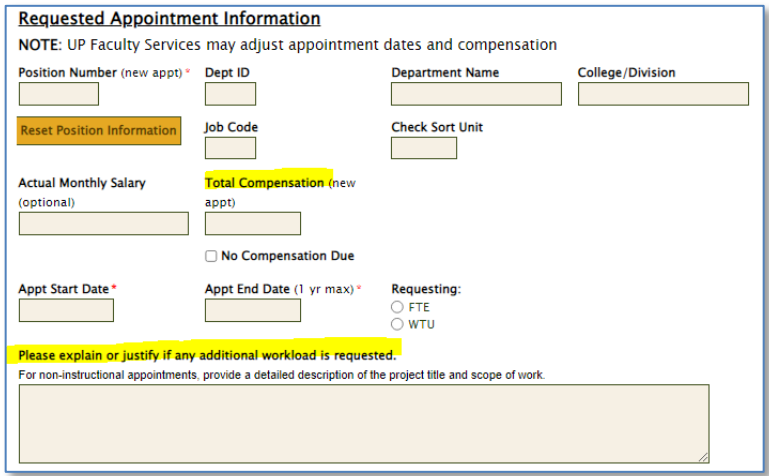
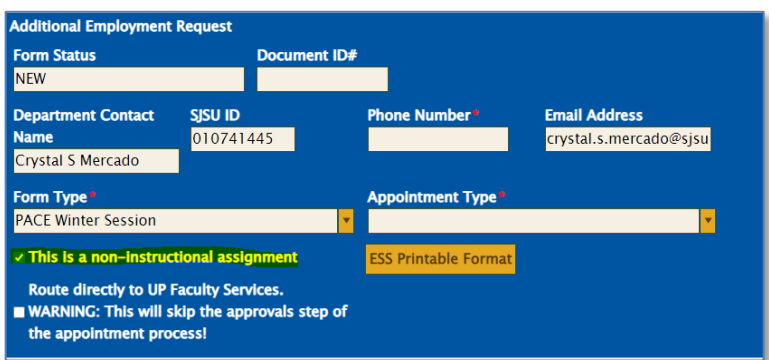
<p>6. Enter information about the class. Note that additional rows for multiple classes can be entered by clicking the "Add" button.</p> <p>a. When using Alternative Salary, a memo is required</p>	
<p>7. Enter the Approver names and email addresses. Ensure that the email addresses are entered correctly. All appointments should be approved by the Home Department of the faculty member. See the Appendix for more information about the Approval Structure.</p> <p>a. Hiring Department is different than Home Department: Select this option if the faculty generally works in a different college/department</p> <p>b. Route for analyst review: Select this option if you would like to add an additional reviewer (e.g. Resource Analyst)</p> <p>c. Hiring Department Approver 1 and 2: Information of the approver from the department who is hiring the faculty</p> <p>d. Home Department Approver 1 and 2: Information of the approver from the department where the faculty generally works</p> <p>e. CC Email Address 1 and 2: Enter an additional email address for whomever you would like to receive a copy</p> <p>f. Additional Approver Notes and Comments</p>	
<p>8. Select the "Submit" button at the bottom to send the completed form</p> <p>a. Also use the "Submit" button to save updates when making changes to the form</p>	

9. You will receive a confirmation email if the appointment form was successfully submitted and received by Faculty Services. This email will contain the Document ID #. Please keep this handy and reference this number when asking any questions.



10. If the checkbox "This is a non-instructional assignment" is checked, the required fields will be adjusted accordingly

- Total Compensation must be entered.
- A detailed description of the scope of work is required. You may either provide this detailed description in the "Please explain or justify if any additional workload is requested" section or include the project title and upload an attachment containing the detailed description
- The unit rate must be the unit rate on [Salary Schedule 2322](#) that corresponds to the appropriate Faculty Rank for 25+ students



11. Check the "Use Alternative Salary" checkbox when the pay rates are not determined by student enrollment. You must upload an approved memo, by the Provost, to the Supporting Documents section. Examples include using the 1/30th rate, 133% rate, or using a unit rate that is above the Faculty Rank for 25+ students.

- a. Enter a note/comment in the "Please explain or justify if any additional workload is requested" field to indicate the specific pay rate that will be used
- b. Alternative Unit Rate replaces the Unit Rate field. Note: the alternative unit rate must be higher than the rate on the CSU Salary Schedule.
- c. The "Alternative Salary Total" must match the "Class Salary"

*Refer to the [Additional Employment Log](#) for all Additional Employment related appointments per faculty member. Use this to ensure that a faculty member does not work over the maximum workload of 125%. For an AY faculty member, the normal workload limit would be 3 WTUs in the winter.

- Search the faculty member by name or ID number
- Refer to column B for the Type of Appointment

Type of Appointment

- Refer to column K for the Start Date, and column L for the End Date

DATES OF APPOINTMENT (Appointment Start date)	DATES OF APPOINTMENT (Appointment End date)
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- Refer to column P for the number of approved WTUs per Additional Employment appointment

WTUs (AO)

- A date in column M for Processed by UPFA indicates that an Additional Employment appointment has been processed.

PROCESSED BY UPFA (Completion Date - BD)

- The status of a form will appear in column N to indicate if the form is pending review, approval, canceled, or completed.

Form Status