

PART-TIME (2359)
ADDITIONAL EMPLOYMENT
ETF PROCESS GUIDE

- ✓ Check that all fields are filled out for #1-21
 - #1. TYPE:
 - ✚ Select: Faculty
 - #2. Rehired Annuitant:
 - ✚ Leave Blank
 - #3. PeopleSoft Employee ID No.:
 - ✚ CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - ✚ Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ✚ Enter: 2359- Lecturer 12 month
 - #6. Department:
 - ✚ Department the faculty are being paid out from
 - #7. College/Division:
 - ✚ The College/Division that the faculty are being paid out of
 - #8. Working Title:
 - ✚ Enter: Part-time - Faculty Additional Employment
 - #9. Enter Supervisor & Extension
 - #10 & 11. Other employment:
 - ✚ Leave Blank
 - #12-15: Position:
 - ✚ #12&14

12. Position					Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units
0000xxxx	xxx	2359		█		█
14. Position Chart Field						
Account:	Fund:	Dept. ID:	Program:			

- ✚ POS Number- Must be an active number
- ✚ Unit- unit position number is tied to
- ✚ Job Code- enter 2359

Grade- will be determined by the lump sum form (2359 Monthly Rate:)

2359

Pay Letter - Year: 2024 Number: 5

records found. Export as CSV

Prev 1 Next Records per page: 15

Class	Range	Effective Date	Class Title	Salary Per	Min Salary	Max Salary	CBID	Status
2359	2	07/01/2024	LECTURER - 12 MONTH	Monthly	\$6,288.00	\$7,658.00	R03	Active
2359	3	07/01/2024	LECTURER - 12 MONTH	Monthly	\$7,127.00	\$15,211.00	R03	Active
2359	4	07/01/2024	LECTURER - 12 MONTH	Monthly	\$7,830.00	\$16,697.00	R03	Active
2359	5	07/01/2024	LECTURER - 12 MONTH	Monthly	\$9,883.00	\$17,490.00	R03	Active

Lump Sum Total Due: \$ 1,000.00

Average Hrs/Week: 5.00 ****Must be greater than or equal to 0.4 hours per week**

Time Base Decimal: 0.125000

Effective Date: 4/1/2024 Monday

End Date: 4/30/2024 Tuesday

2359 Monthly Rate: \$ 8,000.00 ****Must be within the Min and Max Salary Range**

Time Base Fraction: 1/8 ****2359 Time Base Decimal: 0.125**

Salary Schedule:
[s://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx](http://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx)

Month	Pay Period Begin Date	Pay Period End Date	Days in Pay Period	Days Worked	Time Base	2359 Monthly Rate	Expected Pay Generated	Vacation Hours Accrued per PP***
April	4/1/2024	4/30/2024	22	22	1/8	\$ 8,000.00	\$ 1,000.00	2
May	5/1/2024	5/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
June	5/31/2024	6/30/2024	21	0	1/8	\$ 8,000.00	\$ -	0
July	7/1/2024	7/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
August	7/31/2024	8/29/2024	22	0	1/8	\$ 8,000.00	\$ -	0
September	8/30/2024	9/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
October	10/1/2024	10/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
November	10/31/2024	11/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
December	12/1/2024	12/31/2024	22	0	1/8	\$ 8,000.00	\$ -	0
January	1/1/2025	1/30/2025	22	0	1/8	\$ 8,000.00	\$ -	0
February	1/31/2025	2/28/2025	21	0	1/8	\$ 8,000.00	\$ -	0
March	3/1/2025	3/31/2025	21	0	1/8	\$ 8,000.00	\$ -	0
Total Paid:							\$ 1,000.00	2.0

➤ Monthly rate is \$8,000, because the base rate exceeds the Max Salary for Range 2 (\$7,127 as of 7/1/2024). Please select range 3, because the monthly base rate is within the range.

Choosing Record number- Leave Blank (also leave blank on lump sum form)

✚ Time Base- Enter time Base fraction located in the Lump Sum Form

Salary Form

Average Hrs/Week: 5.00 ****Must be greater than or equal to 0.4 hours per week**

Time Base Decimal: 0.125000

Effective Date: 4/1/2024 Monday

End Date: 4/30/2024 Tuesday

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Time Base Fraction: 1/8 ****2359 Time Base Decimal: 0.125**

Salary Schedule:
<http://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx>

Period	Pay Period Begin Date	Pay Period End Date	Days in Pay Period	Days Worked	Time Base	2359 Monthly Rate	Expected Pay Generated	Vacation Hours Accrued per PP***
April	4/1/2024	4/30/2024	22	22	1/8	\$ 8,000.00	\$ 1,000.00	2
May	5/1/2024	5/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
June	5/31/2024	6/30/2024	21	0	1/8	\$ 8,000.00	\$ -	0
July	7/1/2024	7/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
August	7/31/2024	8/29/2024	22	0	1/8	\$ 8,000.00	\$ -	0
September	8/30/2024	9/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
October	10/1/2024	10/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
November	10/31/2024	11/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0
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January	1/1/2025	1/30/2025	22	0	1/8	\$ 8,000.00	\$ -	0
February	1/31/2025	2/28/2025	21	0	1/8	\$ 8,000.00	\$ -	0
March	3/1/2025	3/31/2025	21	0	1/8	\$ 8,000.00	\$ -	0
Total Paid:							\$ 1,000.00	2.0

****Contact department/college/division resource manager**

12. Position						Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	
0000xxxx	xxx	2359			1/8		

14. Position Chart Field			
Account:	Fund:	Dept. ID:	Program:

- ✚ #13&15: Concurrent Position:
 - ✚ Leave Blank
- #16. Enter appointment dates – ONLY
 - ✚ Effective Date: Start of appointment
 - ✚ Expires on: End date of appointment

Effective Date		
Month	Day	Year
8	19	xx

Expires on or Before		
Month	Day	Year

➤ Enter dates that are with-in the term noted on the pre-authorization form. (Example: Fall 20xx on the pre-authorization form use dates within the Fall 20xx semester)

- #17. Action/Reason:
 - ✚ Leave blank
- #18. Compensation:
 - ✚ Go to Base

18. Compensation Rate

Base

\$

Actual

\$

Month

Day

Hour

Unit

Semester

Concurrent Position

\$

\$

Step:

✚ Enter 2359 monthly base rate located in 2359 Lump Sum Worksheet

Only enter information in the green boxes. All other fields are automated to populate once the information needed is entered.

Employee Name:

Department:

CIN:

Record:

Lump Sum Total Due: \$

Average Hrs/Week: ****Must be greater than or equal to 0.4 hours per week**

Time Base Decimal:

Effective Date: Monday

End Date: Tuesday

2359 Monthly Rate: \$ ****Must be within the Min and Max Salary Range**

Time Base Fraction: ****2359 Time Base Decimal: 0.125**

CSU Salary Schedule:
<https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx>

Pay Period Month	Pay Period Begin Date	Pay Period End Date	Days in Pay Period	Days Worked	Time Base	2359 Monthly Rate	Expected Pay Generated	Vacation Hours Accrued per pp***
April	4/1/2024	4/30/2024	22	22	1/8	\$ 8,000.00	\$ 1,000.00	2
May	5/1/2024	5/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0

18. Compensation Rate

Base

\$

Actual

\$

Month

Day

Hour

Unit

Semester

Concurrent Position

\$

\$

Step:

- #19. Work schedule
 - ✚ Select Month

- ✚ Leave Blank
- #20. Remarks:
 - ✚ Should be written in this way-

20. Remarks:
 Detail of worked performed: Coordination work for STEM program
 Amount owed for AE 2359: \$1,000

- Do not include PAY PERIOD
- Do not include AY base Rate
- **NOTE:** If work period is more than 11 days vacation is accrued and must be included in the remarks – worksheet will automatically calculate with vacation. (example below)

20. Remarks:
 Detail of worked performed: Coordination work for STEM program
 Amount owed for AE 2359: \$1,000 includes vacation

Only enter information in the green boxes. All other fields are automated to populate once the information needed is entered.

Employee Name:

Department:

CIN:

Record:

Lump Sum Total Due: \$ 1,000.00

Average Hrs/Week: 5.00 ****Must be greater than or equal to 0.4 hours per week**

Time Base Decimal: 0.125000

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May	5/1/2024	5/30/2024	22	0	1/8	\$ 8,000.00	\$ -	0

- #21. Document prepared by:
 - ✚ Fill in

ETF SAMPLE

2359 Additional Employment

Employee Transaction Form

California State University, Los Angeles

Requisition # **2359-AE**
Apportionment

1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> TA <input type="checkbox"/> MPP <input type="checkbox"/> GA		2. [Redacted]	3. PeopleSoft Employee ID No. XXXXXXXXX	4. Legal Name (Last, First, Middle) Smith, Joe													
5. Job Classification Description 2359- Lecturer 12 month		6. Department Nursing		7. College/Division HHS/AA													
8. Working Title Part-time Faculty Additional Employment			9. Supervisor & Extension Minni Mouse, 36789														
10. [Redacted]			11. [Redacted]														
Contact department/college/division resource manager for the position and chart field information																	
12. Position				13. Concurrent Position													
PS Position # 0000xxxx	Unit xxx	Job Code 2359	Grade 3	Rec [Redacted]	Time Base Hours Units 1/8												
14. Position Chart Field				15. Concurrent Position Chart Field													
Account: xxxxx	Fund: xxxxx	Dept. ID: xxxxx	Program:	[Redacted]													
16. Appointment Dates		17. Action/Reason		18. Compensation Rate													
[Redacted]		[Redacted]		<input checked="" type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Semester													
Effective Date <table border="1" style="width: 100%; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>4</td><td>1</td><td>24</td></tr> </table> Expires on or Before <table border="1" style="width: 100%; text-align: center;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>4</td><td>30</td><td>24</td></tr> </table>		Month	Day	Year	4	1	24	Month	Day	Year	4	30	24	19. Work Schedule		20. Remarks: Detail of worked performed: Coordination work for STEM program Amount owed for AE 2359: \$1,000 includes vacation	
Month	Day	Year															
4	1	24															
Month	Day	Year															
4	30	24															
[Redacted]		[Redacted]		21. This Document Prepared By Mikey Rorke Ext: 35785													

Supporting Documents:

- ✓ ETF
- ✓ Pre-Authorization Form – signed
- ✓ 2359 Lump Sum Form Spreadsheet
- ✓ Deliverables Page – signed by either Dean, Associate Dean or Administrator
- ✓ Necessary documents: such as deliverables

➤ Questions, please contact your Resource Manager or Appropriate Administrator.