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## 2403- Additional Employment

### ETF Process Guide

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- ❖ Check that all fields filled out #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: 2403- Additional Employment
  - #6. Department:
    - ✚ Department the faculty are being paid out of (*ex: department name the position number is tied to*)
  - #7. College/Division:
    - ✚ The College/Division that the faculty are being paid out of
  - #8. Working Title:
    - ✚ Enter: FT- Faculty Additional Employment
  - #9. Enter Supervisor & Extension:
    - ✚ Fill in
  - #10 & 11. Other employment:
    - ✚ Leave Blank
  - #12-15: Position
    - ✚ #12&14
      - ✚ POS Number- Must be an active number
      - ✚ Unit- unit position number is tied to
      - ✚ Job Code- enter 2403
      - ✚ Grade- always 0
      - ✚ Record number- Leave Blank (**also leave blank on lump sum form**)

## 2403 LUMP SUM WORKSHEET

Estimate only based on information provided below

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:	\$ 3,000.00	
Average Hrs/Week:	10.00	**Must be greater than or equal to 0.4 hours per week
Time Base Decimal:	0.250000	
Effective Date:	6/1/2022	Wednesday
End Date:	6/27/2022	Monday
2403 Monthly Rate:	\$ 13,895.00	**Must be within the Min and Max Salary Range
Time Base Fraction:	1/4	**2403 Time Base Decimal: 0.25

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

- ✚ Time Base-
  - Go to 2403 Lump Sum Worksheet < Average Hrs/Week fields
  - Enter Hrs/week or Time Base Fraction
- ✚ #13&15: Concurrent Dates
  - ✚ Leave Blank
- #16. – Enter appointment dates – ONLY
  - ✚ Effective Date: Start of appointment
  - ✚ Expires on or Before:

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 2022 on the pre-authorization form use dates within the Fall 2022 semester)

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

**18. Compensation Rate**

Month  
 Day  
 Hour  
 Unit  
 Semester

**Base**      **Actual**  
 \$       \$

**Concurrent Position**  
 \$       \$       **Step:**

- Enter 2403 monthly base rate located in 2403 Lump Sum Worksheet

estimate only based on information provided below

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: \$ 3,000.00  
 Average Hrs/Week: 10.00 \*\*Must be greater than or equal to 0.4 hours per week  
 Time Base Decimal: 0.250000  
 Effective Date: 6/1/2022 Wednesday  
 End Date: 6/27/2022 Monday

2403 Monthly Rate: \$ 13,895.00 \*\*Must be within the Min and Max Salary Range  
 Time Base Fraction: 1/4 \*\*2403 Time Base Decimal: 0.25

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

- ✚ Select Month
- #19. Work schedule:
  - ✚ Leave Blank
- #20. Remarks:
  - ✚ should be written in this way-

**20. Remarks:**  
 Description of Work Performed: QM Certification for NTRS 4110  
 Amount owed for 2403: \$750.00

- Do not include PAY PERIOD
- Do not include AY base Rate

- #21. Document prepared by:
  - ✚ fill in
  - ✚ Department Coordinator, College Analyst or Resource Manage

# ETF SAMPLE

## 2403 Additional Employment

### Employee Transaction Form

California State University, Los Angeles

Requisition **2403**

**Additional Employment**

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. [Redacted]		4. Legal Name (Last, First, Middle) [Redacted]												
5. Job Classification Description 2403- Additional Employment			6. Department Numerical Sciences		7. College/Division Riverside												
8. Working Title FT-Faculty Additional Employment				9. Supervisor & Extension [Redacted]													
10. [Redacted]			11. [Redacted]														
<b>**Contact department/college/division resource manager for the position and chart field information**</b>																	
12. Position		13. Concurrent Position		Time Base													
PS Position # 7748	Unit 160	Job Code 2403	Grade 0	Rec [Redacted]	Hours 1/10												
14. Position Chart Field			15. Concurrent Position Chart Field														
Account: 601815	Fund: SF001	Dept. ID: 201600	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"/> Hour <input type="checkbox"/> Unit <input type="checkbox"/> Semester													
Effective Date <table border="1" style="width: 100%; text-align: center;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>07</td><td>01</td><td>23</td></tr> </table> Expires on or Before <table border="1" style="width: 100%; text-align: center;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>08</td><td>01</td><td>23</td></tr> </table>		Month	Day	Year	07	01	23	Month	Day	Year	08	01	23	19. Work Schedule [Redacted]		20. Remarks: Description of Work Performed: QM Certification for NTRS 4110 Amount owed for 2403: \$750.00	
Month	Day	Year															
07	01	23															
Month	Day	Year															
08	01	23															
21. This Document Prepared By [Redacted]				Ext: 3-[Redacted]													

#### Supporting Documents:

- ✓ ETF
- ✓ Pre-Authorization Form – signed
- ✓ 2403 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.