



Faculty Additional Employment Pre-Authorization Request Guide

Purpose of this guide

The Faculty Additional Employment Pre-Authorization Request form has been revised to align to our new process in CHRS. This form will help enter appointment information into TAE.

- ❖ To access the Adobe power forms, click below:
 - [AE Pre-Authorization Request](#)
 - [Faculty Report on Outcomes and Deliverables for AE](#)

1. Workflow

The new workflow will have two to three individuals entering information, reviewing and approving.

- ❖ Preparer – can be a proxy or the faculty member
- ❖ Faculty Signature – faculty member will review, sign and acknowledge the 125% rule
- ❖ Resource Manager- review and enter funding information

2. What's New

Form is divided into four parts: 1) Faculty Information 2) Additional Employment Detail 3) Faculty Signature and 4) Funding

- ❖ Faculty Information Section
 - Faculty information now includes either CIN or CHRS ID to be entered.
 - College section is now a drop-down box.

Faculty Information

Faculty Name: * _____ Date: _____

Home Department/School: * _____ CIN or CHRS ID: * _____

College: * Select... _____ Comp Amount \$ * _____

Start Date*: * _____

End Date: * _____

*Note: cannot overlap two terms

☐ Tenure Track Faculty

☐ Lecturer (Full-time Appointment) ☐ Lecturer (non-full time - 2359)

- ❖ Additional Employment Detail section
 - Under the brief description of duties box, there will be an option to load additional documents pertaining to this specific additional employment request.
- ❖ Faculty Signature section (prompt for signature will appear after form is submitted)
 - Faculty will be required to sign the request and acknowledge compliance with the 125% rule

Additional Employment Detail

Brief Description of Duties to be Performed: 400 characters max. (attach additional documents if necessary)

Click to Att...

Expected Outcomes/Deliverables: 400 characters max

ACCEPTING EMPLOYMENT disclosure: Faculty are responsible for monitoring their time commitments for activities compensated through CSU Payroll and for assuring compliance with the 125% rule. If you have any questions regarding the 125% rule or additional employment please reach out to your College Office.

Faculty Signature: _____ Date: _____

T&YFS: Appropriate federal and state taxes will automatically be withheld from each payment

- ❖ Funding section
 - Resource manager will be required to fill out the funding section and attach the lump sum form. (email prompt will appear after form is submitted)

Funding: For College Office Use Only		Lump Sum Form			
Position Chart Field					
Position Number:	Unit	Account:	Fund:	Dept ID:	Program

3. Adobe Power Form Routing Instructions

The following prompt “Assign to next participants” will appear when the form is submitted. Please enter the SSO email address for Participant #2 – assigned to **Faculty** and Participant #3 assigned to **Resource Manager**.

Assign to next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

*** Participant 2**

Faculty: Review and sign the additional employment appointment request form. Any questions contact your college office.

First name: Enter first name

Last name: Enter last name

Email address: Enter email address

Confirm email address: Enter email address

+ Add Message

*** Participant 3**

Resource Manager: Please fill out funding and review additional employment request. This form requires the lump sum form to be attached. Any questions contact Read More

First name: Enter first name

Last name: Enter last name

Email address: Enter email address

Confirm email address: Enter email address

+ Add Message

Cancel Next

Cancel Next

Preparer and all signing parties will receive a final copy of the signed AE request.

4. Next Steps

Once the request form has been revised and signed, the additional employment appointment request can be entered in CHRS – TAE module. Please note: AE work cannot begin until faculty member has received a TAE appointment notification.