
Additional Employment

SharePoint Process Guide

The Additional Employment SharePoint Process Guide provides instructions for managing faculty additional employment records within a centralized SharePoint system. The guide's purpose is to ensure that all additional employment materials are stored consistently, securely, and in a way that supports accurate tracking and administrative compliance.

This guide outlines the steps for creating organized folders, uploading required documents, and creating and sharing access links into TAE.

For every additional employment appointment, a dedicated folder must be created to store all required documents.

Table of Content

- | | |
|---|---------|
| ▪ Classic vs. Current | pg. 2-2 |
| ▪ How to Create Faculty Additional Employment Folder | pg. 2-4 |
| ▪ Upload Documents into the Additional Employment Folder | pg. 4-5 |
| ▪ Create URL Link | pg. 5-6 |
| ▪ Pasting URL into TAE | pg. 6-6 |
| ▪ Post-Additional Employment – Faculty Report Second Page | pg. 6-7 |

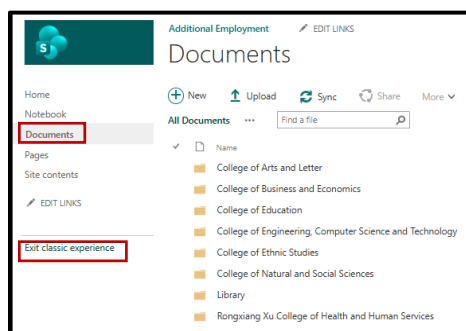
Step-by-step

- ❖ Refer to the TAE Additional Employment Data Entry User Guide on how to enter an additional employment appointment into TAE.
 - NOTE: A link to the TAE appointment for each faculty member is required to be inputted into the comments in TAE.
- ❖ Click the following link to access the [Additional Employment SharePoint Folder](#)
- ❖ Access to the specific folder(s) is restricted to certain individuals based on their college(s) and department(s). If you require access to upload documents, please email your Resource Manager and FA-ATAE@calstatela.edu. Please include your college, department, and job title in your request.

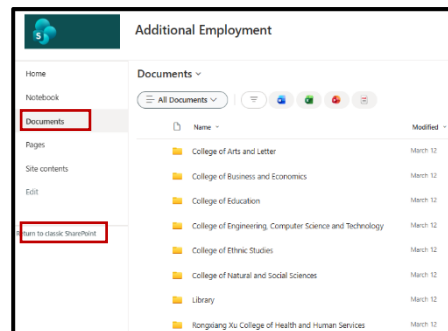
Classic vs. Current

1. Select **Documents** on the far-left pane to make sure you're viewing the correct folder. The below images show the difference between Class View and Current View. If you're on the Classic View, please click on **Exit classic experience** on the left pane.

Classic View

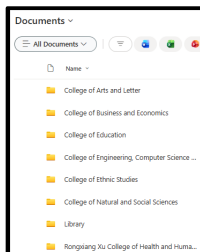


Current View

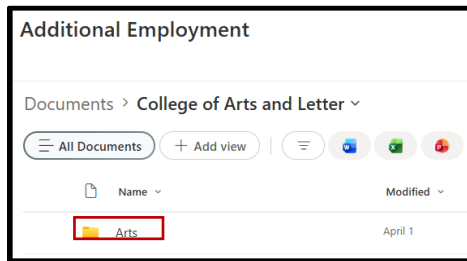


How to Create Faculty Additional Employment Folder

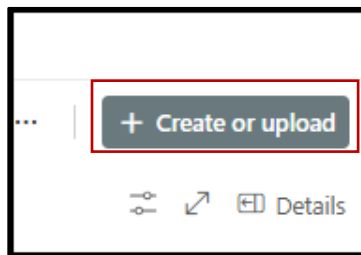
2. Click on your college folder. Only your assigned college folder should be visible.



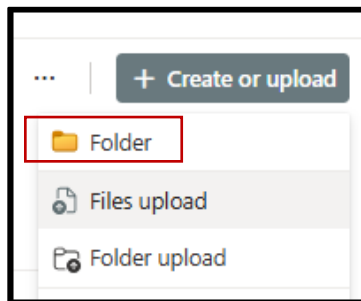
3. Click on your department folder.



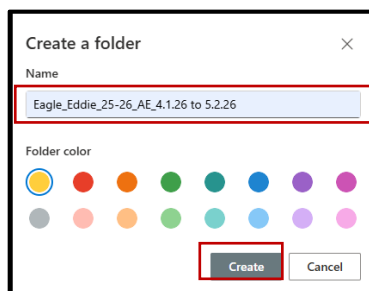
4. Once the department folder is selected, go to the top right and click on the **+ Create or Upload** button.



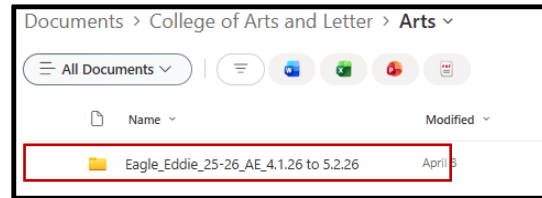
5. Select **Folder**.



6. A window will appear and use the following naming convention for the folder and click **Create**.
- Last Name_First Name_Academic Year_AE_Dates
 - Example: **Eagle_Eddie_25-26_AE_4.1.26 to 5.2.26**



7. Now the additional employment folder has been created, you are ready upload the faculty additional employment documents (i.e., AE Pre-Auth Request Form, additional documents, and Post-Additional Employment Faculty Report).

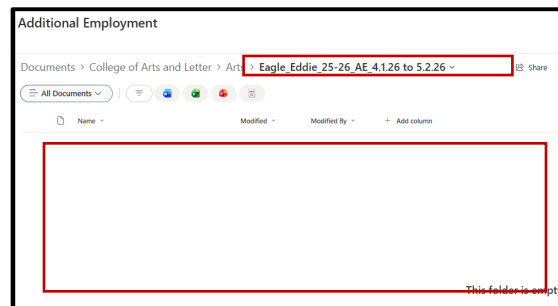


Upload Documents into the Additional Employment Folder

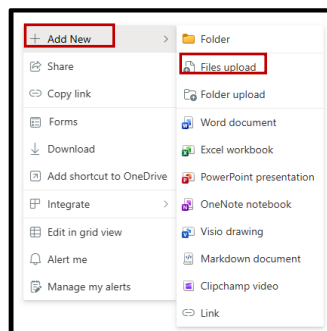
Required documents:

- AE Pre-Authorization Request Form
- AE Lump Sum Calculator spreadsheet
- AE Outcomes and Deliverables Form – signed form once work is completed

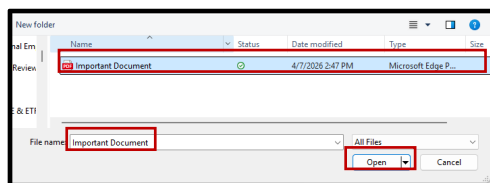
8. Click on the Faculty additional employment folder.



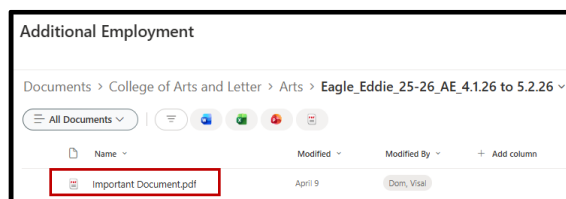
9. Right click in the empty space and select **+ Add New** and select **Files upload**.



10. A window will appear, select the document (e.g., Faculty Pre-Authorization Request Form), and click **Open**, for document(s) to upload. *Note: Upload all documents pertaining to this additional employment appointment.*



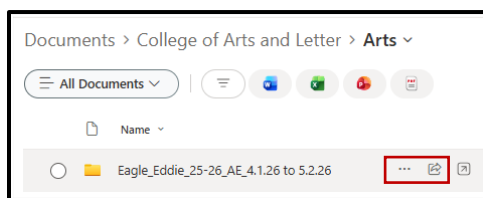
11. Verify all documents are uploaded into the additional employment folder.



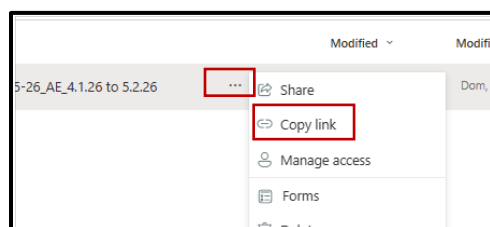
- a. Do not delete any folder(s) or document(s) within the Additional Employment SharePoint. Please contact Faculty Affairs for questions or assistance regarding these documents at FA-ATAE@calstatela.edu.*

Create URL Link

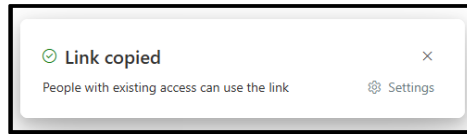
12. Next, go to your department folder, where you will see your faculty additional employment folders. To create a shareable link, hover next to newly created Faculty Additional Employment folder.



13. Next click on the triple dots (ellipsis) then select **Copy link**.



14. Once selected, a new window appears that confirms the link has been copied.



Pasting URL into TAE

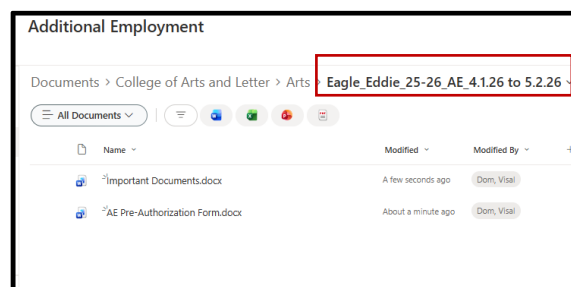
Note: An individual URL link is required for each AE appointment a faculty member is assigned. For example, if a faculty member is doing two AE for Fall, they will need **TWO** separate folders and URL links. If you need assistance, please reach out to FA-ATAE FA-ATAE@calstatela.edu.

15. Paste the full URL link in the **Comments** section of faculty members additional employment appointment in the TAE module.

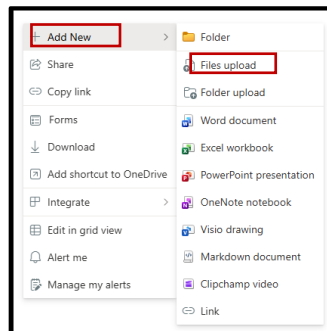


Post-Additional Employment – Faculty Report Second Page (This page is submitted once AE work is completed)

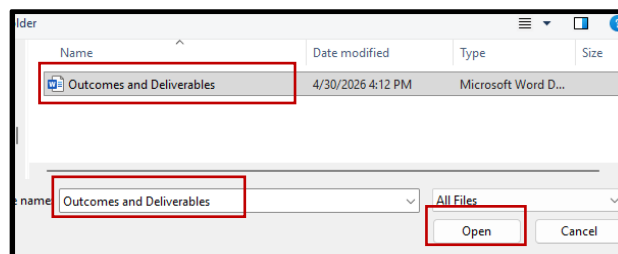
16. After receiving the second page of the signed Faculty Report from the faculty member, go to the corresponding additional employment folder.



17. Right click in the empty space and select **+ Add New** and select **Files upload**.



18. A window will appear, select the second page of the signed Faculty Report, and click **Open**, for document to upload.



19. The document is uploaded to the folder.

