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## Additional Employment

### ETF Process Guide

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✓ Check that all fields filled out #1-21

- # 1
  - Select: Faculty

<input checked="" type="checkbox"/> <b>1. Faculty</b>	<input type="checkbox"/> <b>Student</b>	2
<input type="checkbox"/> <b>Staff</b>	<input type="checkbox"/> <b>TA</b>	
<input type="checkbox"/> <b>MPP</b>	<input type="checkbox"/> <b>GA</b>	

- # 2
  - Is the faculty a Rehired Annuitant? Yes or No
- #3
  - CIN – make sure it matches the faculty member name in people soft
- #4 Legal Name
  - Use Legal Name (exactly as it appears in people soft)
    - because the ETF goes into personnel file
- #5-7

<input type="checkbox"/> MPP <input type="checkbox"/> GA			
5. Job Classification Description	6. Department	7. College/Division	
8. Working Title	9. Supervisor & Extension		

- #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
- #10 & 11

- N/A – leave blank
- #12-15
  - #12&14

**Contact department/college/division resource manager						
12. Position					Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units
14. Position Chart Field						
Account:	Fund:	Dept. ID:	Program:			
16. Appointment Dates			17. Action/Reason			

- POS Number: Must be an active number
- Unit – unit position number is tied to
- Job Code: enter 2403
- Grade: always 0
- Choosing Record number 
  - Look in Peoplesoft for any 2403 records to verify other additional employment appointments falls within the 125%
  - Existing 2403 Record –you may stack on existing record regardless of department ID listed, but will need to avoid having overlapping appointment dates (example: two AE, same college overlapping dates/ use diff pos# & diff rec#)

### 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:	<input type="text"/>	
Department:	<input type="text"/>	
CIN:	<input type="text"/>	
Record:	<input type="text"/>	
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
  - N/A – leave blank
- #16 – 21
  - #16- Appointment dates – ONLY Enter dates in the red box
    - Effective Date: Start of appointment
    - Expires on: End date of appointment

**16. Appointment Dates**

10-Month\* \*Indicate months off in box 20. "Remarks"

11-Month\*

12-Month

Academic Year 20  /20

Fall 20

Spring 20

**Effective Date**

Month	Day	Year

**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
  - Select Hire/Rehire

**17. Action/Reason**

Hire/Rehire

Contract

Promotion

Reassignment (Transfer)

Return from Reassignment

Change in Units/Hours **From:**  **To:**

Extension of Temporary Appointment

Internal Position Number Change Only

Other (Indicate in "Remarks" box)

- #18 Compensation
  - Go to Base

**18. Compensation Rate**

	<input type="checkbox"/> Month	
	<input type="checkbox"/> Day	
	<input type="checkbox"/> Hour	
	<input type="checkbox"/> Unit	
	<input type="checkbox"/> Semester	

<b>Base</b>	<b>Actual</b>	
\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	
<b>Concurrent Position</b>		
\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	Step: <input style="width: 50%;" type="text"/>

- 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:	<input style="width: 100%;" type="text"/>
Department:	<input style="width: 100%;" type="text"/>
CIN:	<input style="width: 100%;" type="text"/>
Record:	<input style="width: 100%;" type="text"/>
Lump Sum Total Due:	\$ 3,000.00
Average Hrs/Week:	10.00 <span style="color: red; font-size: small;">**Must be greater than or equal to 0.4 hours per week</span>
Time Base Decimal:	0.250000
Effective Date:	6/1/2022 Wednesday
End Date:	6/27/2022 Monday
<b>2403 Monthly Rate:</b>	<b>\$ 13,895.00</b> <span style="color: red; font-size: small;">**Must be within the Min and Max Salary Range</span>
Time Base Fraction:	1/4 <span style="color: red; font-size: small;">**2403 Time Base Decimal: 0.25</span>

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

- Select Month
- #19 Work schedule – N/A
- #20 Remarks – should be written in this way:

**20. Remarks:**

Description of work performed: CETL QM Development of Online Upper Division (CS 3220)  
 Amount owned for 2403: \$3,000

- Do not include PAY PERIOD

- Do not include AY base rate
- #21 Document prepared by:
  - Department Coordinator, College Analyst or Resource Manager

Any questions regarding please contact your Resource Manager or Administrator.

