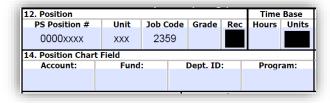
PART-TIME (2359)

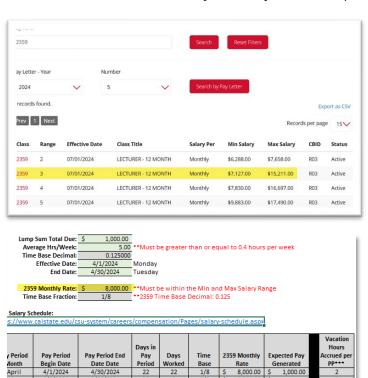
ADDITIONAL EMPLOYMENT

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:
 - **4** #12&14



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



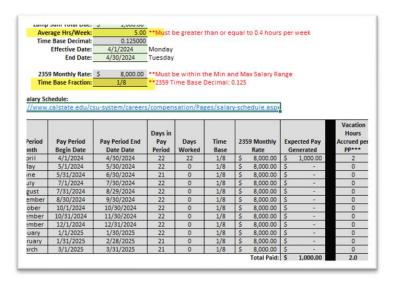
♣ Grade- will be determined by the lump sum form (2359 Monthly Rate:)

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.

7/30/2024 8/29/2024 9/30/2024 10/30/2024

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

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



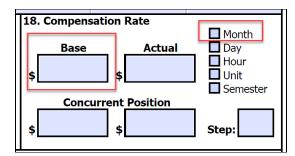


- #13&15: Concurrent Position:
 - Leave Blank
- #16. Enter appointment dates ONLY
 - **♣** Effective Date: Start of appointment
 - **Lesson** Expires on: End date of appointment

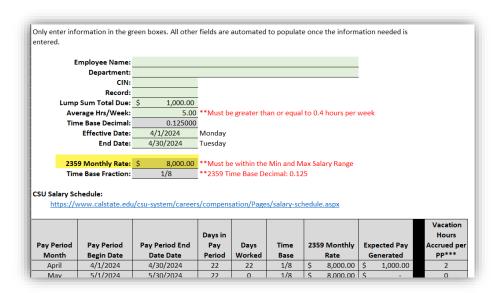


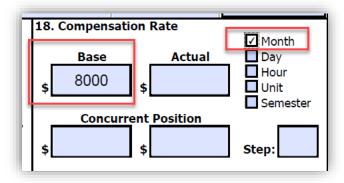
➤ Enter dates that are <u>with-in</u> the term noted on the pre-authorization form. (Example: Fall 20xx on the pre-authorization form use dates within the Fall 20xx semester)

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



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





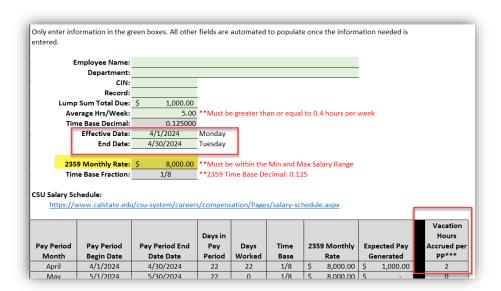
- **♣** Select Month
- #19. Work schedule

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

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

- Do not include PAY PERIOD
- ➤ Do <u>not</u> 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)

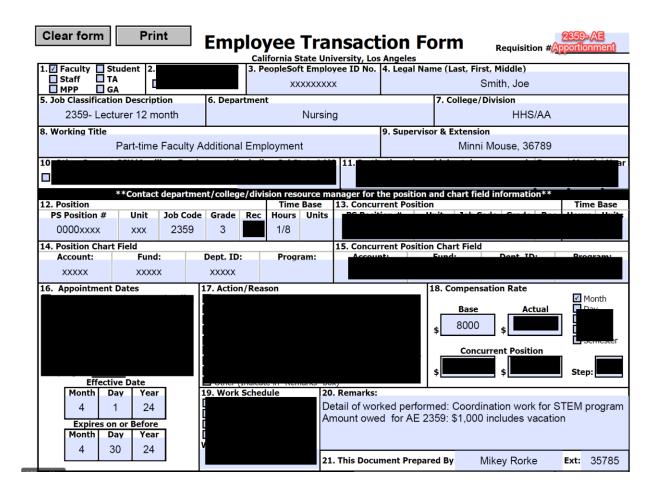
20. Remarks:Detail of worked performed: Coordination work for STEM program Amount owed for AE 2359: \$1,000 includes vacation



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

ETF SAMPLE

2359 Additional Employment



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.