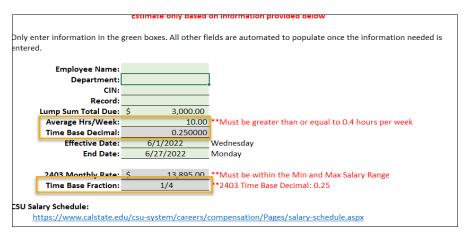
2403- Additional Employment

ETF Process Guide

- ❖ 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)

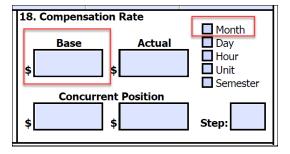
2403 LUMP SUM WORKSHEET



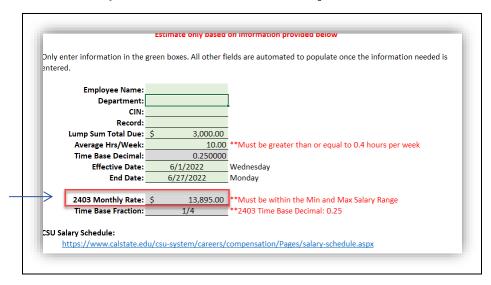
- Time Base-
 - Go to 2403 Lump Sum Worksheet < Average Hrs/Week fields
 - Enter Hrs/week or Time Base Fraction
- #13&15: Concurrent Dates
 - **♣** Leave Blank
- #16. Enter appointment dates ONLY
 - ♣ Effective Date: Start of appointment
 - **Lesson** Expires on or Before:



- ➤ 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



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



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



- > 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

			LIIII					IOII F			
				Cal	ifornia S	tate Uni	versity, Los	Angeles	Additional Employmen		
1. ☐ Faculty ☐ St				3. P	eopleSof	t Emplo	yee ID No.	4. Legal Na	ame (Last, First, Millional Employmen		
☐ Staff ☐ TA											
					Department				7. College/Division		
2403- Additio	Nu						R				
' '				144					1010111107111		
8. Working Title					9. Supervisor & Extension						
FT-Faculty Additional Employment											
10. 611 6	COLUMN 1		. /-	1 1	0 10		2 11. 1				
П											
	********		- t / II	- / -lii	-t			L	J -b		
Contact department/college/division resource manager for the position and chart field information 12. Position Time Base 13. Concurrent Position Time Base											
PS Position #	Unit	Job Code	Grade	Rec	Hours		DO D	. "	· · · · · · · · · · · · · · · · · · ·		
7748	160	2403	0		1/10						
14. Position Chart Field							15. Concurrent Position Chart Field				
Account:	Fund	:	Dept. ID		Progr	am:	A		5 1 10 2		
601815 SF001		1	201600								
16. Appointment Dates			17. Action/Reason						18. Compensation Rate		
				İ					☑ Month		
									Base Actual Day		
									\$ 7,500 s ☐ Hour ☐ Unit		
									Semester		
									Concurrent Position		
Effectiv							\$\$ Step:				
Month Da		a 6	19. Work	Sched	ule	20	. Remarks:		<u> </u>		
07 0	, I	l li						of Work Pe	erformed: QM Certification for NTRS 4110		
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Expires on Month Da	–	Amoun				nount owe	ount owed for 2403: \$750.00				
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08 0	1 23	」 │				21	. This Docu	ment Prepa	ared By Ext: 3-		

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
- $\blacktriangleright \quad \text{Questions, please contact your Resource Manager or Appropriate Administrator.}$