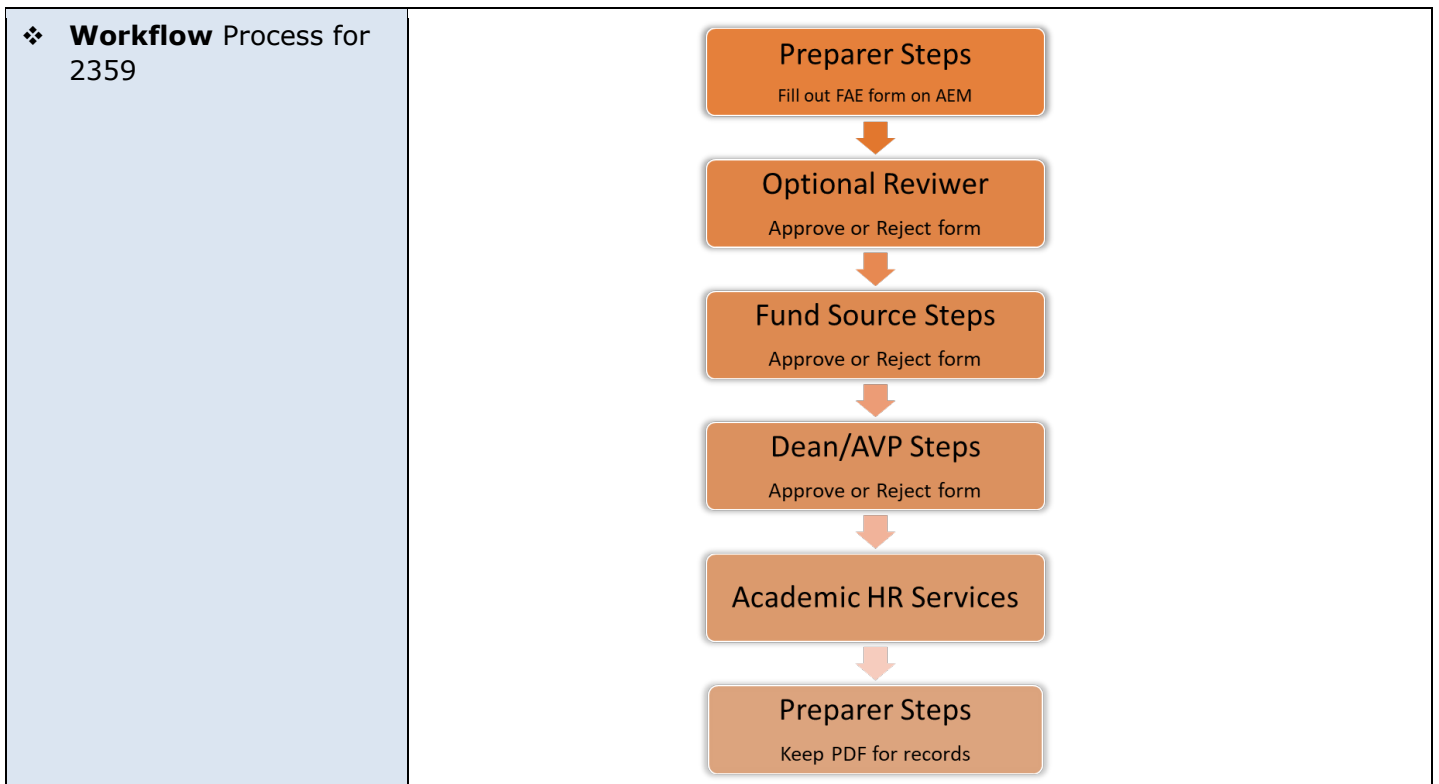




## Faculty Additional Employment Request Guide 2359 PT Time-Base Faculty




### About this Guide: Things to keep in mind

- ★ **A red star is used throughout this guide to call out steps that require an action.**
- ❖ Faculty signature is not included in this workflow
- ❖ Reviewer and Approver signatures will be visible to all, including the Dean/AVP or Designee
- ❖ The AEM forms and the Temp Faculty Module are two different systems that do not connect.



❖ **Workflow View:**  
Workflow details available for any reviewer/approver

**Note:** Once the task has been completed, the form and workflow step will be unavailable

Preparer Review						
		Form		Workflow Details		
Task Title	Stage	Assignee	Start Date	End Date	Action	Comment
Application submission	Start	 julnunez	4 minutes ago	4 minutes ago	Workflow started	
Fund Source Review		 amangahas	4 minutes ago	1 minute ago	Send Back to Preparer	
Preparer Review		 julnunez	1 minute ago		Current Task	

❖ **Action Buttons** include: Approve, Reject, and Delegate

Approve – This action acknowledges that you reviewed the information and are approving the additional employment

Reject – This action will return the additional employment form back to the preparer (for revisions, if applicable) and the signature process will start over. Sign and Acknowledge Required.

Delegate – This action allows for the optional reviewer, fund source, and the dean to delegate a signature to someone else



The screenshot shows the 'Optional Reviewer Review' section of the 'Faculty Additional Employment Request Form'. At the top right, there are three buttons: 'Approve', 'Reject', and 'Delegate'. Three arrows point from these buttons to the 'Optional Reviewer Review' header. Below the header, there is a 'Prepared By' field with the name 'Julie Nunez'. At the bottom, there are radio buttons for selecting the type of employment request: '2403 - Full Time Additional Employment', '2359 - Part Time Additional Employment', and '4660 - Summer Additional Employment'.

❖ Link to AEM [HRDI Forms Guide](#)

PeopleSoft/CMS/ERP Knowledge Base / Other ERP Applications / AEM Forms / HRDI Forms / HRDI Forms Guide

## HRDI Forms Guide

This guide is designed to guide you through logging in to the HRDI Forms portal as well as a navigation through the portal tabs and functionality.

- › Logging In
- › Navigation
- › My Tasks Navigation

### Forms Tabs

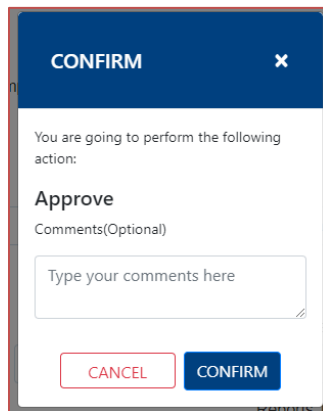
- › My Forms Tab
- › My Drafts Tab
- › My Tasks Tab

### Need More Help?

For questions or assistance, please contact HRDI at:

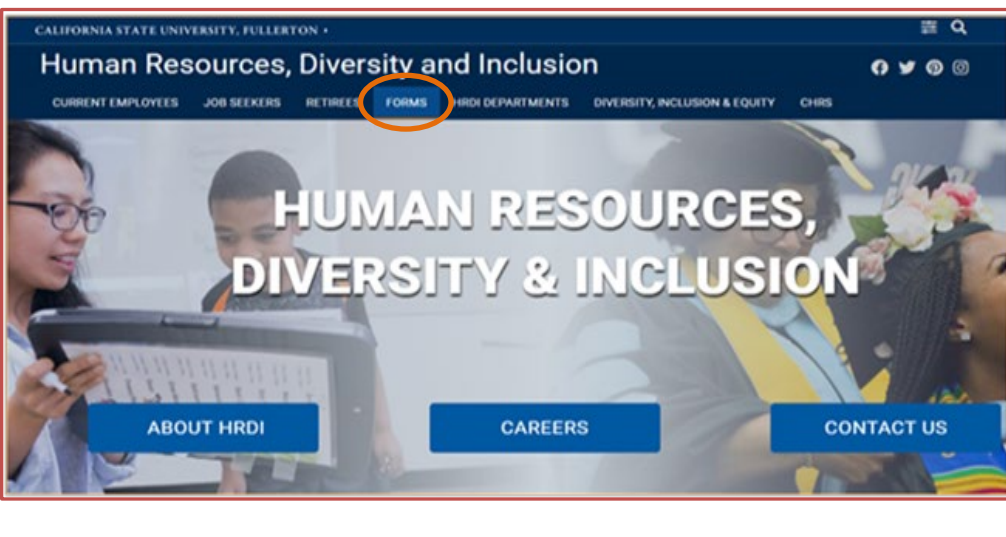
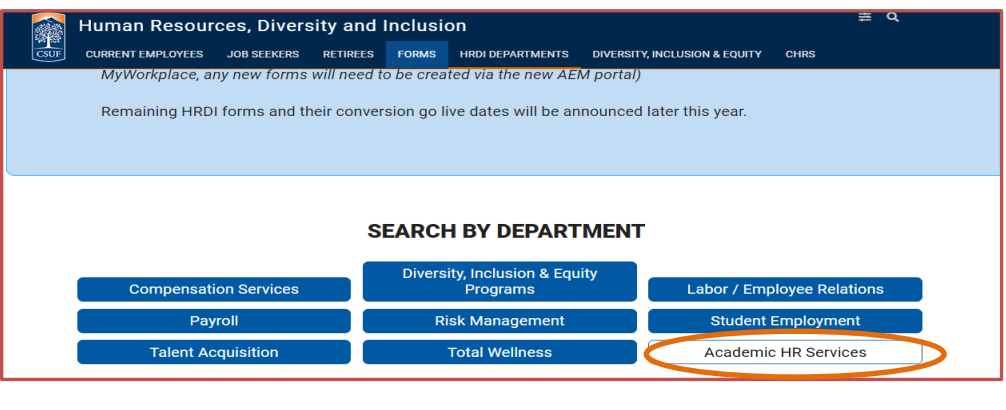
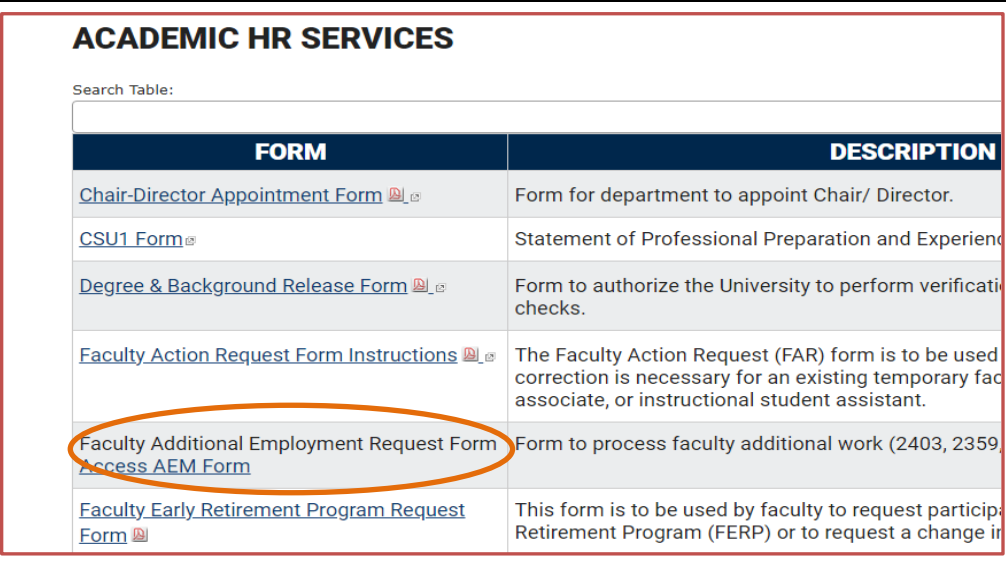
[hrdievaluations@fullerton.edu](mailto:hrdievaluations@fullerton.edu)

❖ All **Confirm** buttons will take a few seconds to move forward



The screenshot shows a modal dialog box with a dark blue header containing the word "CONFIRM" and a close button (X). The main content area is white and contains the following text: "You are going to perform the following action:", "Approve", and "Comments(Optional)". Below this is a text input field with the placeholder text "Type your comments here". At the bottom of the dialog are two buttons: a red "CANCEL" button and a blue "CONFIRM" button.

# Preparer

<p>1. Navigate to the <a href="#">HRDI Website</a></p>															
<p>2. Select the department "Academic HR Services"</p>															
<p>3. Select "Faculty Additional Employment Request Form"</p> <p>You will be redirected to the AEM portal. Login with your campus information</p>	 <table border="1"> <thead> <tr> <th>FORM</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td><a href="#">Chair-Director Appointment Form</a> </td> <td>Form for department to appoint Chair/ Director.</td> </tr> <tr> <td><a href="#">CSU1 Form</a> </td> <td>Statement of Professional Preparation and Experience</td> </tr> <tr> <td><a href="#">Degree &amp; Background Release Form</a> </td> <td>Form to authorize the University to perform verification checks.</td> </tr> <tr> <td><a href="#">Faculty Action Request Form Instructions</a> </td> <td>The Faculty Action Request (FAR) form is to be used when a correction is necessary for an existing temporary faculty associate, or instructional student assistant.</td> </tr> <tr> <td><a href="#">Faculty Additional Employment Request Form</a> </td> <td>Form to process faculty additional work (2403, 2359)</td> </tr> <tr> <td><a href="#">Faculty Early Retirement Program Request Form</a> </td> <td>This form is to be used by faculty to request participation in the Retirement Program (FERP) or to request a change in</td> </tr> </tbody> </table>	FORM	DESCRIPTION	<a href="#">Chair-Director Appointment Form</a>	Form for department to appoint Chair/ Director.	<a href="#">CSU1 Form</a>	Statement of Professional Preparation and Experience	<a href="#">Degree &amp; Background Release Form</a>	Form to authorize the University to perform verification checks.	<a href="#">Faculty Action Request Form Instructions</a>	The Faculty Action Request (FAR) form is to be used when a correction is necessary for an existing temporary faculty associate, or instructional student assistant.	<a href="#">Faculty Additional Employment Request Form</a>	Form to process faculty additional work (2403, 2359)	<a href="#">Faculty Early Retirement Program Request Form</a>	This form is to be used by faculty to request participation in the Retirement Program (FERP) or to request a change in
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4. In the search bar, type in the form name or keywords: Faculty Additional Employment Request

Once the form name displays, click the blue arrow on the right to open

The screenshot shows the CSUF Forms application interface. At the top, there is a navigation bar with 'HOME', 'MY FORMS', 'MY DRAFTS', 'MY TASKS', 'HELP', and 'REPORTS'. A search bar contains the text 'faculty'. Below the search bar is a table with columns 'Form Name' and 'Actions'. The table lists several forms, including 'Faculty Action Request', 'Faculty Additional Employment Request', 'Faculty Payroll Report by Department', 'Fee Waiver - Faculty and Staff Employee Fee Waiver Application (Total Wellness)', 'Fee Waiver - Short Application for Faculty and Staff Fee Waiver (Total Wellness)', and 'Special Consultant Pay Request Faculty'. A blue arrow icon in the 'Actions' column for 'Faculty Additional Employment Request' is circled in orange.

5. Complete each section: Employee Information

**Note:** Some fields may auto-populate based on the CWID and position #, please double check data to make sure it matches the selected job code

**Note:** Complete each blue section on the left prior to submitting form

The screenshot shows the 'Faculty Additional Employment Request Form'. The form has a dark blue header with the title. On the left, there is a sidebar with sections: 'Employee Information' (highlighted in orange), 'Additional Employment Request', 'Fund Source Details', 'Dean/AVP or Designee', and 'Optional Reviewer'. The main content area is titled 'EMPLOYEE INFORMATION' and contains fields for '\* CWID', 'Name', '\* Position#', 'Dept ID', 'Department Name', and 'Pool ID (Leave Blank)'. At the top right, there is a 'Prepared By' field with the name 'Julie Nunez'. Below the main content, there are radio buttons for '2403 - Full Time Additional Employment', '2359 - Part Time Additional Employment' (selected), and '4660 - Summer Addition'.

6. Complete each section: Additional Employment Request

**Note:** Start date and end date must follow the monthly [Pay Calendar](#)

The screenshot shows the 'Faculty Additional Employment Request Form' with the 'Additional Employment Request' section highlighted in orange in the sidebar. The main content area is titled 'Additional Employment Request' and contains fields for '\* Contract Type', '\* Assignment Compensation', '\* Category', '\* Start Date', '\* End Date (2359 and 4660)', and '\* Description of Work'. The 'Start Date' and 'End Date' fields have date pickers. At the bottom of the form, there are three buttons: 'Generate PDF', 'Reset', and 'Submit'.

7. Complete each section:  
Fund Source Details

**Note:** Multiple fund sources can be added

**Note:** Enter the last name of the funding approver. Press Tab and the approvers name will appear in the box to the right.

The screenshot shows the 'Fund Source Details' section of the 'Faculty Additional Employment Request Form'. On the left is a vertical navigation menu with options: Employee Information, Additional Employment Request, Fund Source Details (highlighted in orange), Dean/AVP or Designee, and Optional Reviewer. The main content area has a title 'Fund Source Details' and a red note: 'Note: Maximum 3 fund sources can be added'. Below this are several input fields: '\* Dept ID', '\* Fund', 'Program', 'Class', 'Account' (with '601807' entered), and '\* Amount (\$)'. There are also fields for 'Enter Last Name of Funding Approver' and '\* Approver Name'. At the bottom of the main area are two buttons: 'Add Fund Source' and 'Remove Fund Source'. Below the main content area are three buttons: 'Generate PDF', 'Reset', and 'Submit'.

8. Complete each section:  
Dean/ AVP Designee

The screenshot shows the 'Dean/AVP or Designee Details' section of the 'Faculty Additional Employment Request Form'. The left navigation menu is the same as in the previous screenshot, but 'Dean/AVP or Designee' is highlighted in orange. The main content area has a title 'Dean/AVP or Designee Details' and a field for '\* Dean Designee Name' with 'Natalie Bersig' selected in a dropdown menu. Below the main content area are three buttons: 'Generate PDF', 'Reset', and 'Submit'.

9. Complete each section:  
Optional Reviewer

**Note:** This is not a required step. Some colleges may have the analyst as the preparer.

**Note:** This will be the first step in the workflow process.

The screenshot shows the 'Optional Reviewer' section of the 'Faculty Additional Employment Request Form'. The left navigation menu is the same as in the previous screenshots, but 'Optional Reviewer' is highlighted in orange. The main content area has a title 'Optional Reviewer' and two input fields: 'Enter Last Name' and 'Reviewer Name (Optional Reviewer)'. The 'Reviewer Name' field is a dropdown menu with 'Select Optional Reviewer' selected. Below the main content area are three buttons: 'Generate PDF', 'Reset', and 'Submit'.

**10.** Select Submit.

**Note:** This will be the first step in the workflow process.

**Note:** In this step, you are welcome to generate a PDF of the form but it will not include the signatures.



Faculty Additional Employment Request Form		
Employee Information	Enter Last Name <input type="text"/>	Reviewer Name (Optional Reviewer) <input type="text" value="Select Optional Reviewer"/>
Additional Employment Request		
Fund Source Details		
Dean/AVP or Designee		
Optional Reviewer		
<input type="button" value="Generate PDF"/> <input type="button" value="Reset"/> <input type="button" value="Submit"/>		

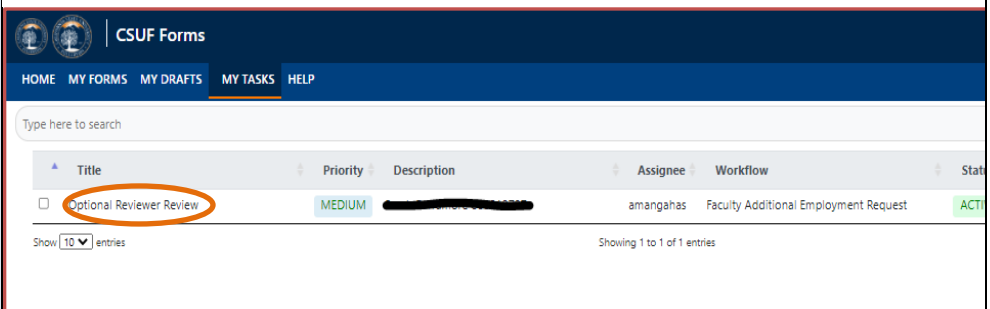
## Optional Reviewer (If, applicable)

- The Optional Reviewer will receive an auto generated email to review and sign the form.

The "**View Form**" link in the email will take the reviewer to the AEM login **or** go directly to My Tasks in the dashboard.

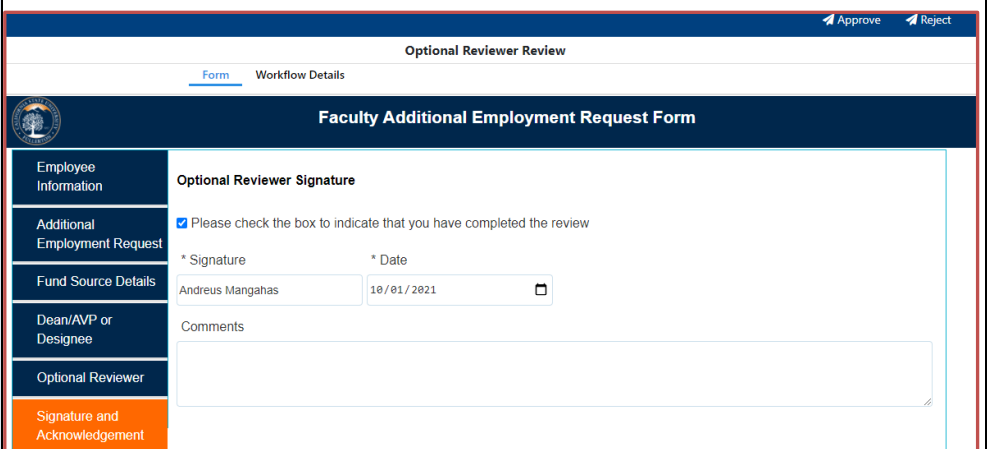


- Select the title "Optional Reviewer" for the corresponding form.



- Review data on the form.

**Note:** At this point, data on the form cannot be modified. If you see any issues on the form, sign and acknowledge, then select Reject (top right). The form will be returned to the preparer and the signature process will start over.





4. Complete the Sign and Acknowledge area. Here, you may include comments.

Select "Approve" or "Reject" at the top right.

Optional Reviewer Review

Form Workflow Details

Faculty Additional Employment Request Form

Employee Information

Optional Reviewer Signature

Please check the box to indicate that you have completed the review

\* Signature \* Date

Andreas Mangahas 10/01/2021

Comments

Signature and Acknowledgement

5. Confirm the action.

**Note:** Please allow a few second after pressing confirm for the confirmation.

CONFIRM

You are going to perform the following action:

Approve

Comments(Optional)

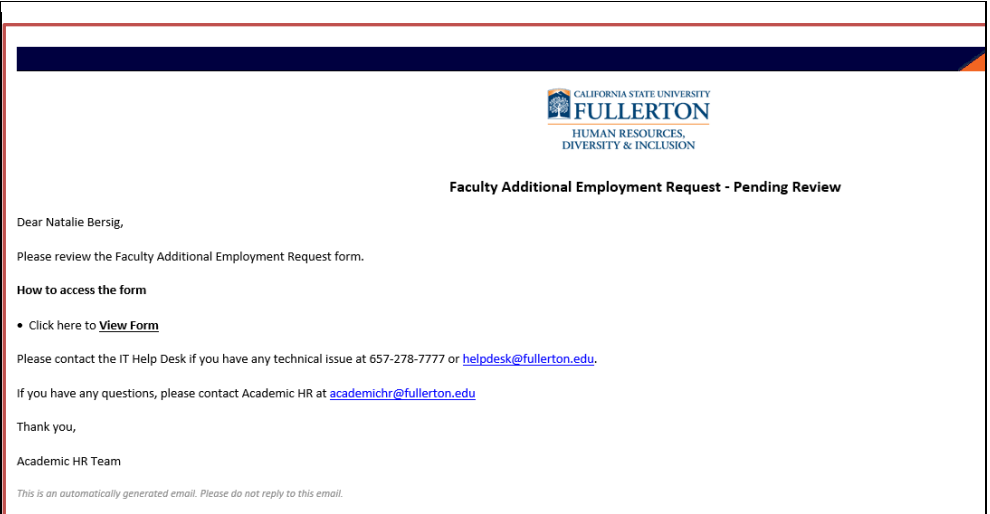
Type your comments here

CANCEL CONFIRM

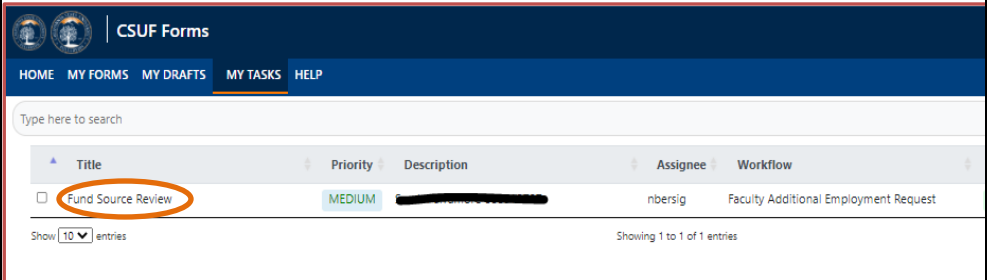
# Fund Source

1. The Fund Source will receive an auto generated email to review and sign the form.

The "**View Form**" link in the email will take the reviewer to the AEM login **or** go directly to My Tasks in the dashboard.

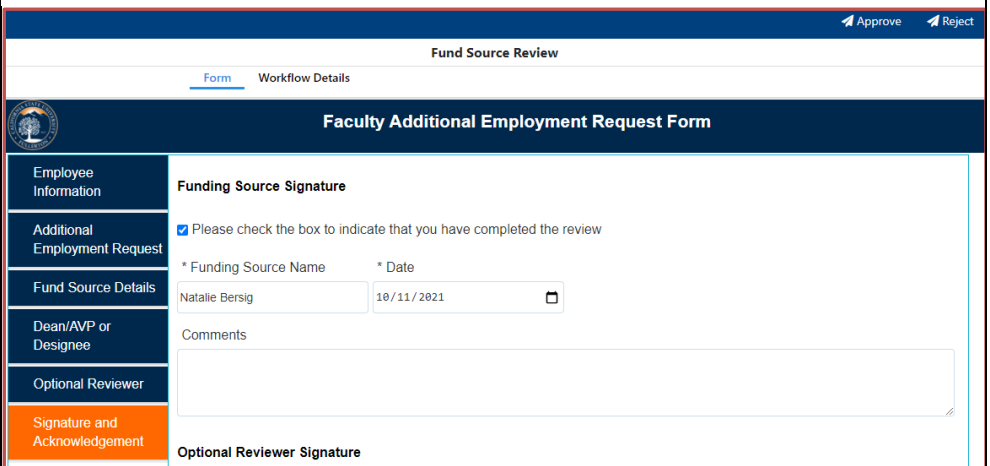


2. Select the title "Fund Source Review" for the corresponding form.



3. Review data on the form.

**Note:** At this point, data on the form cannot be modified. If you see any issues on the form, sign and acknowledge, then select Reject (top right). The form will be returned to the preparer and the signature process will start over.



4. Complete the Sign and Acknowledge area. Here, you may include comments.

Select "Approve" or "Reject" at the top right.



Fund Source Review

Form Workflow Details

Faculty Additional Employment Request Form

Employee Information

Funding Source Signature

Additional Employment Request

Please check the box to indicate that you have completed the review

Fund Source Details

\* Funding Source Name \* Date

Natalie Bersig 10/11/2021

Dean/AVP or Designee

Comments

Optional Reviewer

Signature and Acknowledgement

Optional Reviewer Signature

5. Confirm the action.

**Note:** Please allow a few second after pressing confirm for the confirmation.

CONFIRM

You are going to perform the following action:

Approve

Comments(Optional)

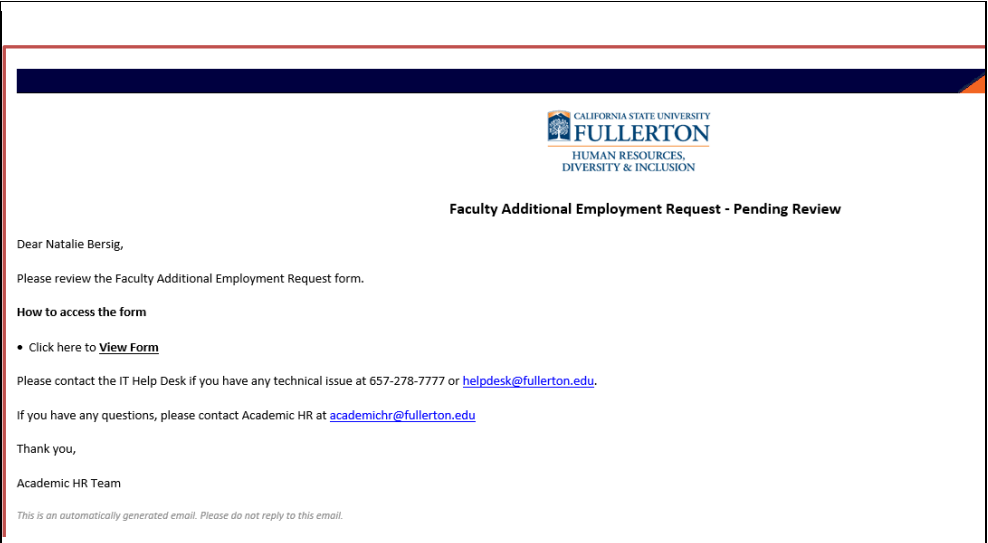
Type your comments here

CANCEL CONFIRM

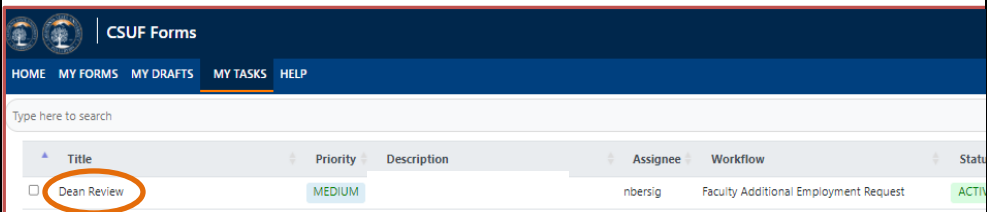
# Dean/AVP or Designee

1. The Dean/AVP or Designee will receive an auto generated email to review and sign the form.

The "**View Form**" link in the email will take the reviewer to the AEM login **or** go directly to My Tasks in the dashboard.

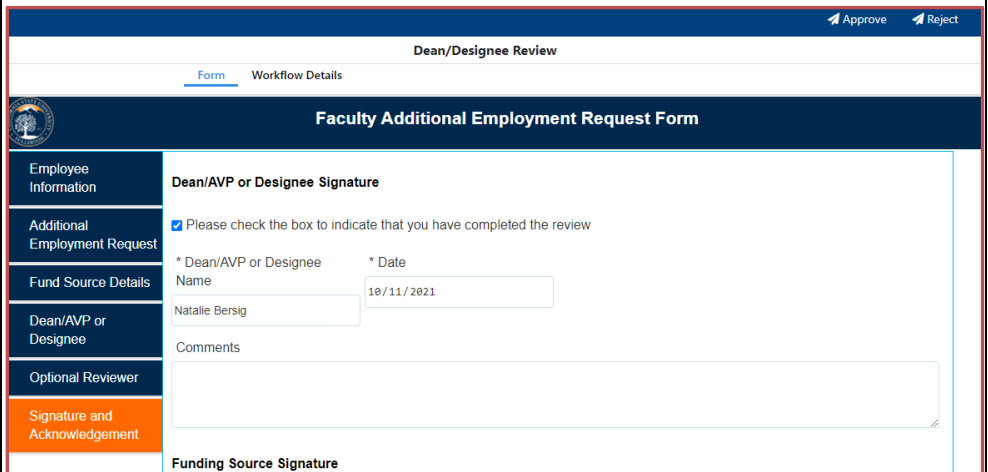


2. Select the title "Dean/AVP or Designee" for the corresponding form.



3. Review data on the form.

**Note:** At this point, data on the form cannot be modified. If you see any issues on the form, sign and acknowledge, then select Reject (top right). The form will be returned to the preparer and the signature process will start over.



4. Complete the Sign and Acknowledge area. Here, you may include comments.

Select "Approve" or "Reject" at the top right.



The screenshot shows the 'Faculty Additional Employment Request Form' in a 'Dean/Designee Review' state. At the top right, there are 'Approve' and 'Reject' buttons, with 'Approve' circled in orange. Below this is a 'Form Workflow Details' section. The main form area has a dark blue header with the university logo and the title 'Faculty Additional Employment Request Form'. The form is divided into several sections: 'Employee Information', 'Additional Employment Request', 'Fund Source Details', 'Dean/AVP or Designee', 'Optional Reviewer', and 'Signature and Acknowledgement'. The 'Dean/AVP or Designee' section contains a checkbox for 'Please check the box to indicate that you have completed the review', which is checked. Below this are fields for '\* Dean/AVP or Designee' (Name: Natalie Bersig) and '\* Date' (10/11/2021). There is also a 'Comments' field. At the bottom of the form, there is a 'Funding Source Signature' field.

5. Confirm the action.

**Note:** Please allow a few second after pressing confirm for the confirmation.

The screenshot shows a 'CONFIRM' dialog box with a dark blue header and a white body. The header contains the word 'CONFIRM' and a close button (X). The body contains the text 'You are going to perform the following action:' followed by 'Approve' and 'Comments(Optional)'. Below this is a text input field with the placeholder 'Type your comments here'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'CONFIRM'. The 'CONFIRM' button is circled in orange.

## Academic HR

1. This step is for Academic HR to review the form only.



### Faculty Additional Employment Request - Pending Review

Dear Academic HR Team,

Please review the Faculty Additional Employment Request form.

**How to access the form**

- Click here to [View Form](#)

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).

If you have any questions, please contact Academic HR at [academichr@fullerton.edu](mailto:academichr@fullerton.edu)

Thank you,

Academic HR Team

## Preparer (Final)

1. After the last step in this workflow (Academic HR Services Review). The preparer will receive an email confirmation that the form has been completed. **There is no need to forward the FAER to AHRS.**

Included in the email:

- PDF attachment of the completed form with all signatures

