
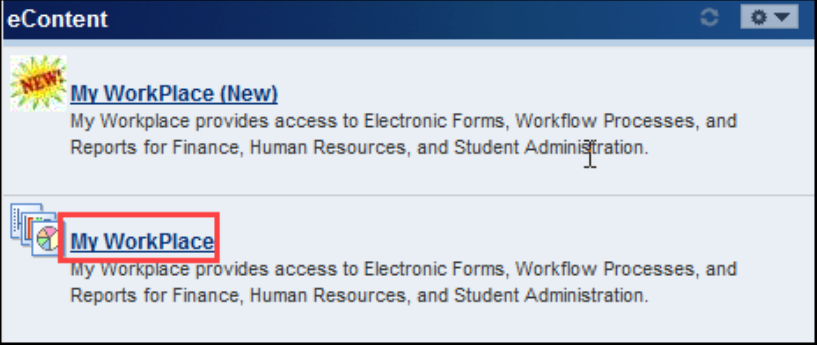

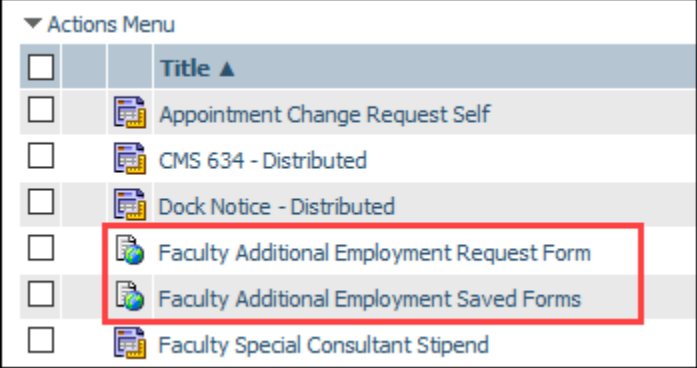

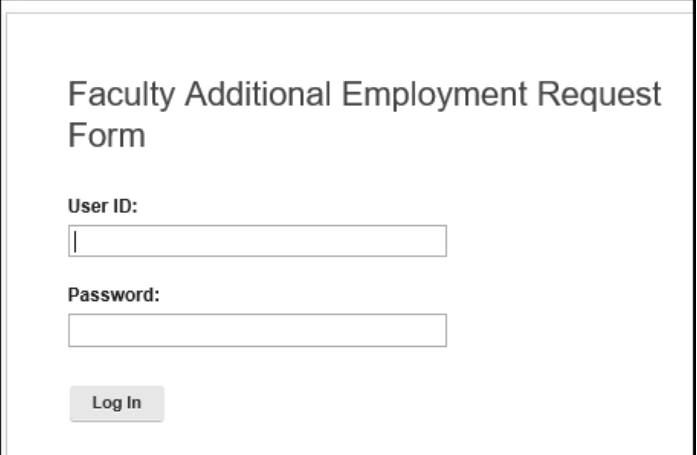

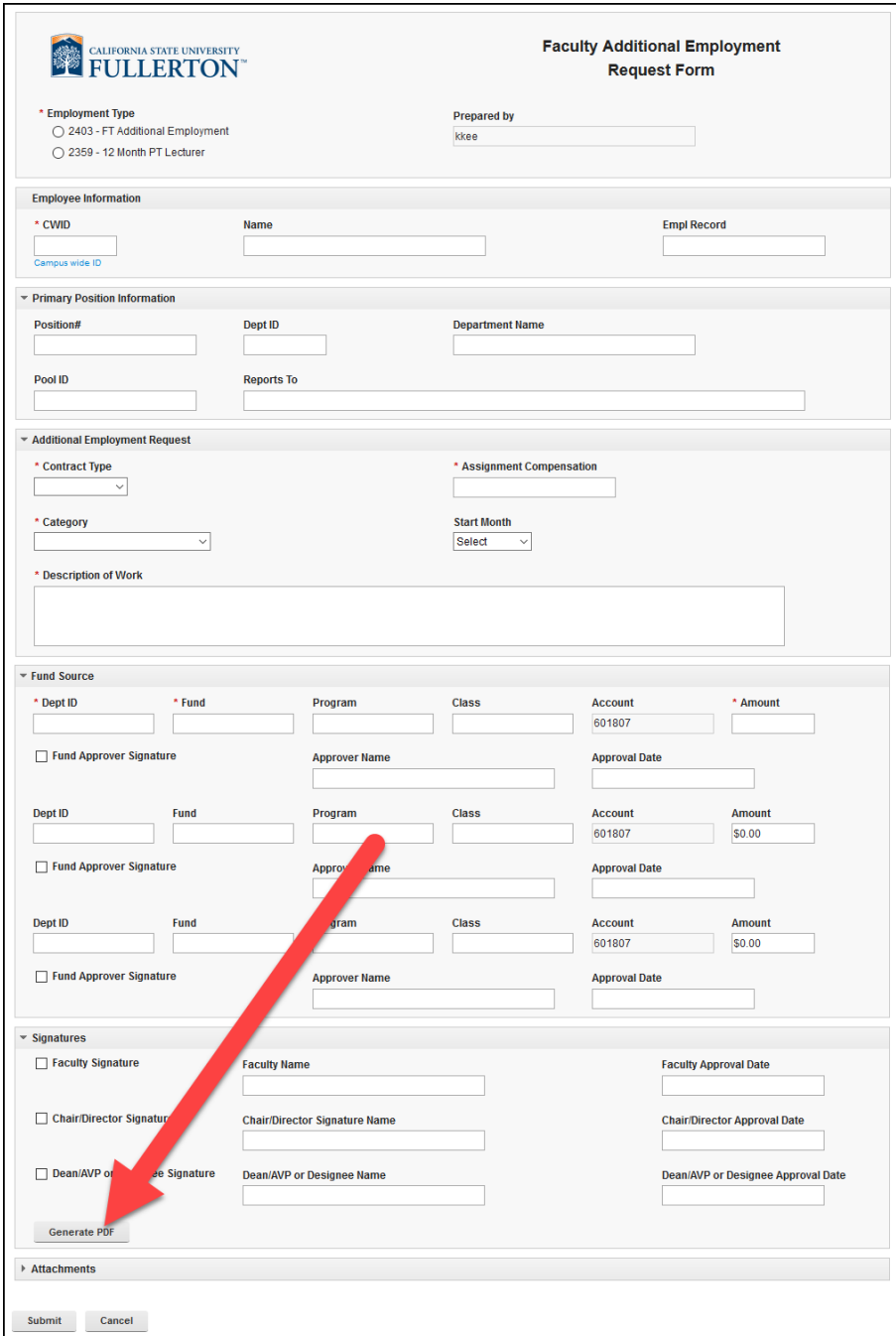
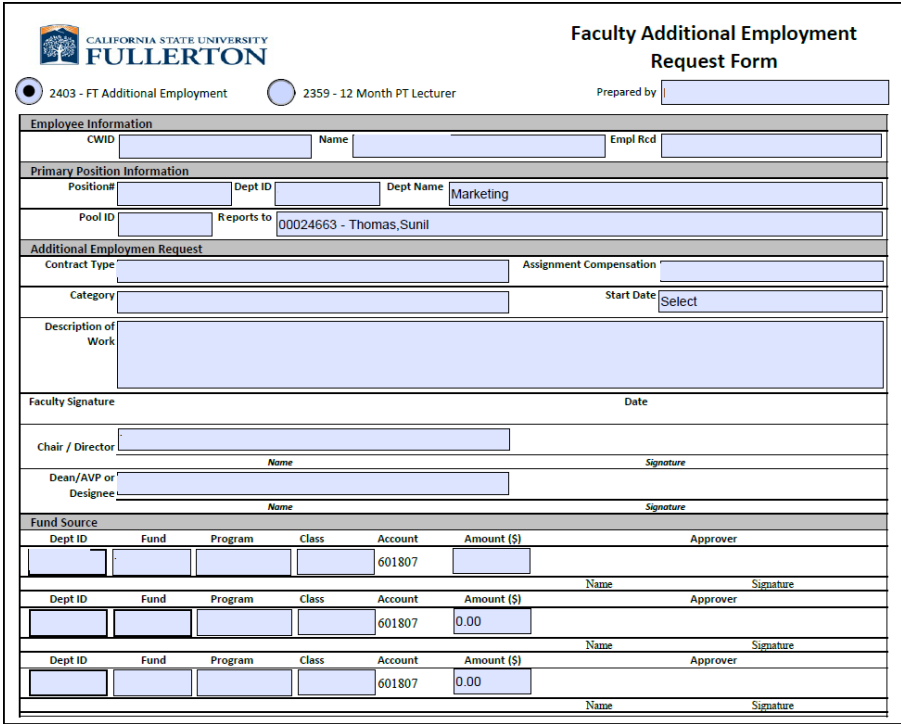


Processing Steps	Screen Shots
<p>Step 1: Log in to Titan Online through the Portal. Select My Workplace.</p>  This form is accessible only through Internet Explorer or Safari.	
<p>Step 2: Under eForms – Human Resources, select Payroll.</p>	
<p>Step 3: Select Faculty Additional Employment Request Form.</p>	
<p>Step 4: Sign in with your campus username and password.</p>  This is a temporary issue.	

Processing Steps	Screen Shots
<p>Step 5: Complete the form. Then click Generate PDF button.</p> <p> If you click Submit, this saves the form. To retrieve the saved form, you would select Faculty Additional Employment Saved Forms under the Payroll forms.</p>	 <p>The screenshot shows the 'Faculty Additional Employment Request Form' interface. At the top left is the California State University Fullerton logo. The form is divided into several sections:</p> <ul style="list-style-type: none"> Employee Information: Includes fields for CWID (with a 'Campus wide ID' link), Name, and Empl Record. Primary Position Information: Includes fields for Position#, Dept ID, Department Name, Pool ID, and Reports To. Additional Employment Request: Includes dropdowns for Contract Type, Category, and Start Month, and a text area for Description of Work. Fund Source: A table with columns for Dept ID, Fund, Program, Class, Account, and Amount. It contains three rows, each with a 'Fund Approver Signature' checkbox and an 'Approver Name' field. Signatures: Includes checkboxes and text fields for Faculty Signature, Chair/Director Signature, and Dean/AVP or Designee Signature, each with an associated 'Approval Date' field. Buttons: A 'Generate PDF' button is located below the Signatures section. At the very bottom are 'Submit' and 'Cancel' buttons. <p>A large red arrow points from the bottom of the Signatures section up to the 'Generate PDF' button.</p>

Processing Steps	Screen Shots
<p>Step 6: Print the PDF document.</p>	
<p>Step 6.1: When printing, check your printer's settings. The page size needs to say fit to page or something similar.</p>	