

Faculty Additional Employment (Stateside Funds)

Due Date for All Forms: 5th of Every Month

Academic Year

Full-Time/ Tenure Track Faculty = 2403 Job Code

Processed by College/Department

Process:

1. Complete Faculty Additional Employment Request (FAER) form
2. Enter appointment in CSU Temp Faculty Module under Faculty Addl Employment Processes- Acad Yr Appt
3. Approve Appointment in the Temp Fac Approvals
4. Run Payroll report and send original to payroll
5. Retrieve FAE appointment letter and forward to faculty for signature

Part-Time Faculty = 2359 Job Code

Processed by Academic HR Services (AHRS)

Process:

1. Complete Faculty Additional Employment Request (FAER) form
2. Retrieve Required Signatures on FAER form
3. Forward signed FAER form to AHRS (electronic copy)
4. AHRS will submit request to payroll
5. AHRS will forward signed appointment letter to the FAE requester

Summer

All Faculty = 4660 Job Code

Processed by College/ Department

Process:

1. Complete Faculty Additional Employment Request (FAER) form
2. Enter appointment in CSU Temp Faculty Module under Faculty Addl Employment Processes- Summer Work
3. Approve Appointment in the Temp Fac Approvals
4. Run payroll report and send to payroll for processing
5. Send FAE appointment notification to faculty (no signature required)
6. Send faculty instructions to submit timesheet for days worked, allow 7-10 business days after submitting payroll report

Non-Faculty Work (Any Term)

Stipend Process - \$500 or less

Processed by Payroll

Process:

1. Complete Faculty Special Consultant Stipend Form
2. Retrieve Signatures
3. Send original form to the payroll office

Special Consultant Hire - \$500 or more

Processed by Talent Acquisition

Process:

1. Department completes a Quick Hire requisition with Talent Acquisition
2. The online form goes through the electronic approval process
3. Special Consultant will be contacted by TA about terms and conditions
4. Department advises employee of Timekeeping process

Contact: Talent Acquisition – Chris Schloffer
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Additional Information

- FAE Inquiries: Julie Nunez
Email: Julnunez@fullerton.edu ext. 8040
- Contact: Payroll Services Team
Email: payroll@fullerton.edu ext. 2521
- Position Management: Juanita Arreola
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- Alternate AHRS Contact: Andreus Mangahas
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- Payroll Technician for FAE: Renee Hernandez
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