**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

Contact: Academic Talent Management - Julie Nuñez  
zz-nunezjulie@fullerton.edu ext. 8040

**Part-Time Faculty = 2359 Job Code**  
Processed by Academic Talent Management (ATM)  
Process:
1. Complete Faculty Additional Employment Request (FAER) form
2. Retrieve Signatures on FAER form
3. Forward signed FAER form to ATM (electronic copy)
4. FAER form submitted to payroll by ATM
5. Retrieve appointment letter from ATM
6. Faculty signs appointment letter
7. Forward copy of signed appointment letter to ATM and keep original in office

Contact: Academic Talent Management - Julie Nuñez  
zz-nunezjulie@fullerton.edu ext. 8040

### Non-Faculty Work (Any Term)

**Stipend Process - $500 or less**  
Processed by Payroll

Process:
1. Complete Faculty Special Consultant Stipend Form  
   a. Minimum amount is $96.
2. Retrieve Signatures
3. Send original form to the payroll office

Contact: Payroll Services Team  
payroll@fullerton.edu ext. 2521

**Special Consultant Quick Hire - $500 or more**  
Processed by Talent Acquisition

Process:
1. Department completes the online Quick Hire requisition for a Special Consultant
2. The online form goes through the electronic approval process.
3. HR contacts the candidate and makes verbal offer explaining the terms and conditions of employment.
4. Once offer is accepted and background check is cleared, HR generates a written offer and distributes the offer to appropriate parties.
5. The Special Consultant visits HR to sign offer.

Contact: Talent Acquisition - Sarah Bouzos  
sbouzos@Fullerton.edu ext. 4047

### 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 original to payroll
5. Send FAE appointment notification (no signature required) to faculty
6. Send faculty instructions to submit timesheet for days worked

Contact: Academic Talent Management - Julie Nuñez  
zz-nunezjulie@fullerton.edu ext. 8040

### Additional Information

Position Management: Juanita Arreola  
Email jvarreola@fullerton.edu ext. 7542

Alternate ATM Contact: Andreus Mangahas  
amangahas@fullerton.edu ext. 4065