

Hiring Summer Session Faculty – Quick Reference

To Hire a Summer Session Faculty Employee

1. Obtain the Instructional Appointment Form for Summer Session from CPGE
<http://www.sjsu.edu/summer/docs/faculty/instruction-appointment-form.pdf>

- Have the Faculty Employee fill out the CPGE Instructional Appointment Form before the class begins.
- The Department Chair and the College Dean or designee must sign the form.
- Send the completed Instruction Appointment Form to University Personnel (UP)-Faculty Affairs (zip 0021) or email to additionalemployment-faculty@sjsu.edu, at the same time of submission of Scheduling Add/Change Forms.

• *If the Faculty Employee has never worked for the University before they are required to fill out additional “sign in” documents, such as tax forms, which can be obtained from UP. In order to ensure on-time pay, please advise the faculty to complete all sign-in with UP before the end of the Summer Session.*

2. Obtain the Summer Pay request voucher at:

<http://www.sjsu.edu/summer/docs/faculty/CIES-Payroll-Voucher-Form.pdf>

Please review the following information when submitting the pay request:

- Name of the Faculty Employee
- Employee ID
- Rank of the Faculty Employee
- Class name and description
- Number of Students enrolled in the class
- Payroll vouchers must be verified by College Analyst and signed by the Department Chair and College Dean or Designee. All vouchers should be routed through the College Analysts. Incomplete vouchers/vouchers without proper signatures will be returned back.

*The departments must verify **cross-listed** courses in order to ensure proper compensation to the faculty and accurate revenue and allocation calculation.*

3. CPGE reviews the vouchers and signs, then forward it to UP for input into Peoplesoft. Final processing will be done by UP-Payroll.

Timetable (tentative)

Departments Submits pay vouchers to CPGE

1 st 5 week session classes	July 5, 2019
2 nd 5 week and 10 week session classes	August 9, 2019

CPGE submits Payroll Voucher to UP

1 st 5 week session classes	July 10, 2019
2 nd 5 week & 10 week session classes	August 14, 2019

It takes about 10 business days to process faculty salary after it goes to UP. If there are any payroll questions, please contact Aparna Kanungo at 4-2691 or aparna.kanungo@sjsu.edu.