Hiring Winter Session Faculty – Quick Reference
Winter 2020: January 2 – January 17, 2020

Hire a Winter Session Faculty Employee in CPGE

1. Obtain the Instructional Appointment Form for Special Session from CPGE website
   Link to the form:
   Instruction Appointment Form

   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 form to UP-Faculty Affairs (zip 0021) or email to Additional Employment prior to the start of the class.
   - 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 Winter Session.

2. Obtain the Special Session/Winter Pay request voucher website:
   Payroll Voucher Form

3. 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
   - Salary (CSU policy requires the salary paid is according to the CSU salary schedule for a 2322 job code.
     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.

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

4. CPGE reviews and approves for further processing by Personnel Services at UP. Final processing will be done by UP- Payroll.

Timetable (tentative)

- Completed Appointment Forms to UP: November 15, 2019
- Departments start submitting pay vouchers to CPGE: January 15, 2020
- CPGE starts to submit Payroll Vouchers to UP: January 21, 2020

It takes about 2 business weeks to process faculty salary after it goes over to UP. If there are any payroll questions, please contact Aparna at Aparna.Kanungo@sjsu.edu or phone at 4.2691.