

Hiring Winter Session Faculty – Quick Reference

Winter 2019: January 2 – January 18, 2019

Purpose

To hire a Faculty to teach in Winter Session classes offered through College of International Extended Studies (CIES) and initiate pay voucher.

Hire a Winter Session Faculty Employee in CIES

1. Obtain the Instructional Appointment Form for Special Session from CIES website

Link to the form:

[Instruction Appointment Form](#)

Have the Faculty Employee fill out the CIES 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 HR. In order to ensure on-time pay, please advise the faculty to complete all sign-in with HR 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. CIES reviews and approves for further processing by Personnel Services at UP. Final processing will be done by Payroll.

Timetable (tentative)

| | |
|--|-------------------|
| Completed Appointment Forms to faculty affairs | November 16, 2018 |
| Departments submit pay vouchers to CIES (by) | January 15, 2019 |
| CIES starts to submit Payroll Vouchers to HR | January 22, 2019 |

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.