

<i>Employee Name</i>	<i>Employee ID</i>
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<http://www.calstate.edu/HRAdm/pdf2006/HR2006-02.pdf>

(Rehired Annuitant appointment cannot exceed half of the FTE worked during last year prior to retirement)

Please attach this checklist to each appointment packet.
If you have questions or need further assistance, please contact
the Office of Faculty Affairs at (408) 924-2450.

New	Revised	Required Items:
<input type="checkbox"/>	<input type="checkbox"/>	TF / GA / TA Appointment Form
<input type="checkbox"/>	N/A	Letter of Interest / Application
<input type="checkbox"/>	N/A	CSU Employment Questionnaire
<input type="checkbox"/>	N/A	One (1) recent letter of recommendation with original signature if appointment follows a break in service of two (2) or more years

Important Reminders

Terms & Conditions

- **Submit to Faculty Affairs no later than five (5) weeks after start of term**
- Do not forward the packet until all the items on the checklist have been collected. Submitting an incomplete packet will result in a HOLD on the process and delay payments.
- ALL ORIGINAL documents will be placed in the PERSONNEL ACTION FILE kept in the Office of Faculty Affairs.
- New or returning faculty who have had a lapse in service of one year or more are required to complete HR sign-ins in order to receive a paycheck. Please direct employee to Human Resources (HR) which is located on the 3rd Floor of the University Police Department (UPD) building (E. San Salvador and S. 7th St.). HR may be reached at 408-924-2250.

****“Recent” meaning no later than one year.**

Letters of Recommendation are to be sent electronically or mailed directly from a University or official work email to College or Department.

Comments

<i>Dept. Contact Person</i>	<i>Phone</i>
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