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Please attach this checklist to each appointment packet. If you have questions or need further assistance, please contact your [Employee Support Services Representative](#).

Per Article 26.1 of the CSU-UAW Collective Bargaining Agreement, Teaching Associates, are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

Per the PIMS Manual, Teaching Associates (class 2354, 2353) appointed half-time or more may not be appointed concurrently in another classification. However, if appointed for less than half-time, Teaching Associates may be appointed concurrently in another student classification, up to a combined total of approximately 20 hours per week while enrolled in classes.

New	Re-Apppt.	Revised	Required Items:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ISA Employee Profile <input type="checkbox"/> TA/GA Appointment Form
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Letter of Interest
<input type="checkbox"/>	<input type="checkbox"/>	N/A	CSU Employment Questionnaire
<input type="checkbox"/>	N/A	N/A	SC-1 (Statement of Professional Preparation & Experience)
<input type="checkbox"/>	N/A	N/A	Original Transcripts (Current SJSU PeopleSoft Printout) for TA & GA only
<input type="checkbox"/>	<input type="checkbox"/>	N/A	TA Fee Waiver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TA Description of Duties Form (Only for TA Appointments)

New	Re-Apppt.	Revised	Required Items by Department: (Do not forward to ESS)
<input type="checkbox"/>	N/A	N/A	Employment Verification Card
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Class Schedule (SJSU PeopleSoft Print-out)

Important Reminders
<p><i>Terms & Conditions</i> due to Employee Support Services no later than ten working days from the first day of the semester.</p> <ul style="list-style-type: none"> 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 documents will be placed in the Personnel Action File.

Comments

Dept. Contact Person		Phone	
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