

Hiring Winter Session Faculty – Quick Reference

Winter 2022: January 3 – January 21, 2022

1. Obtain the Instructional Appointment Form for Special Session from CPGE:

[Instruction Appointment Form](#)

Have the Faculty Employee fill out the CPGE Instructional Appointment Form before the class begin. Please route the completed appointment form in DocuSign prior to the start of the class. The signing order on those can be as below (please check with College Resource Team for College specific routing options):

- Faculty
- College/School/Department
- College Dean/Designee
- UP-FA (Additional Employment Signing Group: additionalemployment-faculty@sjsu.edu)
- CPGE (Receives copy) (Please use this address: cpge-academicappointment@sjsu.edu)
- College Resource Team (Receives copy)

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)
- Please route the completed Pay Vouchers in DocuSign. For example, the signing order on those can be as below (please check with College Resource Team for College specific routing options):
 1. Program Director/Dept Chair
 2. College Dean/Designee
 3. CPGE Analyst – enter "CPGE Analyst" and email address: cpge-voucher@sjsu.edu
 4. CPGE Dean/Designee group - assign the email "CPGE Dean/Designee group" from the DocuSign address book
 5. ESS – no signature required, but must assign "Get copies"; assign email address: employee-support-services@sjsu.edu

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

4. Final processing of vouchers will be done by UP- Payroll.

Timetable (tentative)

DocuSign submission of Appointment Forms Friday, Nov 12, 2021

DocuSign submission of Payroll Vouchers Wednesday, Jan 19, 2022

It takes about 2 business weeks to process faculty salary after UP gets the copies. If there are any pay related questions, please contact cpge-voucher@sjsu.edu.