



**Payment Processing Form for Faculty (Job code 2403)**

Full-time current faculty **must attach** an approved Additional Employment Pre-Approval Form with this Payment Processing Form (PPF). Please plan accordingly as this PPF must be submitted to University Personnel (UP) 10 working days **prior** to start date. See directions on following page.

Faculty Name: \_\_\_\_\_ Faculty ID: \_\_\_\_\_

Position #: \_\_\_\_\_ Requester: \_\_\_\_\_

Payroll Start Date: \_\_\_\_\_ Payroll End Date: \_\_\_\_\_

Total Payment: \$ \_\_\_\_\_ Date submitted for routing: \_\_\_\_\_

Funding Department and ID#: \_\_\_\_\_ Funding Unit #: \_\_\_\_\_

\_\_\_\_\_  
Funding Department's College Analyst  
or AA Budget Officer (Print)

\_\_\_\_\_  
Funding Department's College Analyst  
or AA Budget Officer (Signature)

\_\_\_\_\_  
Date

After UP completes the approval process, please send copy of PPF to:

Routing of form

We certify that this work is unrelated to the Faculty Member's current primary appointment. This appointment meets all requirements and is consistent with the appropriate CSUMB guidelines, CSU Policy, and applicable Collective Bargaining Agreements.

\_\_\_\_\_  
Faculty Member Signature                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Requester Signature    \_\_\_\_\_  
Date

\_\_\_\_\_  
Requester's Department Chair or  
Program Director (Print)

\_\_\_\_\_  
Requester's Department Chair or  
Program Director (Signature)    \_\_\_\_\_  
Date

\_\_\_\_\_  
Funding Dean/Provost Name (Print)

\_\_\_\_\_  
Funding Dean/Provost (Signature)    \_\_\_\_\_  
Date

**University Personnel Use Only:**

UP Signature: \_\_\_\_\_ Date Entered: \_\_\_\_\_ EE Record #: \_\_\_\_\_

## Instructions for Completing Payment Processing Form

Current employees must have an approved Additional Employment Pre-Approval Form **before** submitting this form. The Requesting department's Administrative Support Coordinator (ASC) is responsible for initiating this form.

**Faculty Name:** Enter faculty name.

**Employee ID:** Enter employee ID. (This is not the Otter ID.)

**Position #:** Enter the position number for this Special Consultant. **THIS MUST BE REVIEWED BY THE FUNDING DEPARTMENT'S COLLEGE ANALYST OR BUDGET OFFICER BEFORE FORWARDING FOR DEAN'S SIGNATURE.**

**Requester:** Enter the name of the person who is requesting the faculty employee to work.

**Payroll Start Date:** Enter the month and year when the employee began working.

**Payroll End Date:** Enter the month and year when the employee completed working.

**Total Payment:** Enter the total amount of compensation for this appointment.

**Date submitted for routing:** Enter the date that the PPF is being sent to the Faculty Member to being routing process.

**Funding Department and ID#:** Enter the name and ID number of the department or program providing the funds for the appointment.

**Check Sort #:** Enter the Check Sort ID number for the department or program providing the funds.

**After UP completes this approval process, please send copy of PPF to (name(s)):** Provide names of who should receive copy of approved PPF after UP completes process. (This should include anyone not listed on the routing process.)

### Form Routing

1. **Faculty Member Signature:** Faculty signs using Adobe Acrobat Digital Signature (if preferred).
2. Faculty Member (or Faculty Member's ASC) routes PPF to Requester's ASC. Requester's ASC routes form to Requester for signature.
3. **Requester Signature:** Requester signs using Adobe Acrobat Digital Signature (if preferred) and returns the signed PPF to ASC.
4. Requester's ASC routes form to Requester's Department Chair/Program Director for signature.
5. **Requester's Department Chair/Program Director Signature:** Requester's Department Chair/Program Director signs using Adobe Acrobat Digital Signature (if preferred) and returns to Requester's Department ASC.
6. Requester's Department ASC forwards PPF to Funding Department's College/Division Analyst.
7. **Funding Department's College Analyst or AA Budget Officer:** Reviews payment and position information and signs using Adobe Acrobat Digital Signature (if preferred). **\*\*Please note that the salary must meet FLSA exempt requirements or the appointment will be treated as non-exempt and subject to overtime.\*\***
8. College Analyst forwards PPF to Funding Dean or Provost for signature.
9. **Funding Dean/Provost Signature:** Funding Dean or Provost signs using Adobe Acrobat Digital Signature (if preferred). **Note:** This is the Dean of the College that is providing the funds for the additional employment.
10. Funding Dean/Provost's Office sends completed form with all signatures to University Personnel.
11. **University Personnel Use Only:** UP will process the form and provide copies to the requested parties.