Additional Employment
Guidelines, Forms, and Process Overview

Introduction: Payment is made in different ways depending on several variables that include (but are not limited to):

- Employee type (staff, FT faculty AY, FT faculty 12 month, and PT faculty)
- Date on which the work occurred (while on contract, while off contract)
- Type of work (Extended Education appointment, lecturer appointment, other types of work)

The following chart provides information about many common situations for which additional employment compensation is considered. It can be read from left to right, starting with the type of employee, then the timeframe and type of work. The columns to the right explain the category of appointment and the forms required; job codes and links to the required forms are below. For a narrative description of Additional Employment, click here.

Who	When/Type	Job Code	AEP	PPF	SCA	Voucher	Other
Full-Time Faculty (AY) Includes lecturers w/multiple appointments = 15 units	During the academic year	2403	X	X			
	During academic breaks	4662			X	X	
	16th unit (Lecturers)	2403	X				CRF
	Extended Education appt during AY	2322/2357	X				
Full-Time Faculty (12-Month)	Year-round	2403	X	X			
	Extended Education	2322/2357	X				
	State Support Summer Session	2457	X				
Part-Time Faculty (AY)	Year-round	4662			X	X	
Staff (Primary Appointment)	Lecturer appointment	2358	X				CRF, WSF
	Extended Education	2322/2357	X				
	State Support Summer Session	2457	X				
	Other work (If not academic related, please contact HR Generalist.)	4662	X		X	X	

Job Codes:
2403 - Faculty Additional Employment (for FT faculty only)
4662 - Special Consultant, Hourly
2322/2357 – Extended Education Faculty
2457 - State Support Summer Session Faculty

Paperwork:
AEP – Additional Employment Pre-Approval
PPF – Payment Processing Form
SCA – Special Consultant Agreement
Payroll Voucher, Hourly
CRF – Candidate Recommendation Form
WSF – Work Schedule Form