

**UNIVERSITY PERSONNEL**

100 Campus Center • Seaside, CA 93955

T (831) 582-3389 • F (831) 582-4736

academic\_personnel@csumb.edu

**Other Temporary Employee Appointments**

**Instructions:** Complete this form for coaching faculty, librarians, and other bargaining unit employees, including early separations, and/or changes to appointment. Note that appointments to most of these job codes will accrue vacation pay. Submit the completed form to Academic Personnel. If you have questions regarding use of this form, call University Personnel at 582-3389.

If this individual is not a current employee at CSUMB or has not been employed by your department in the last Academic Year,

they must complete an online application.

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| --- | --- |
| Department Name:   | Department ID Number:      |
| Employee Name:  | New Hire: [ ]  Yes [ ]  No |  |
| Position Number:  |  |
| Effective Date:  | End Date:  |  |  |

[ ]  Early Separation, separation date (day after last day of work):

**Class/Job Code:**

[ ]  Coaching Faculty - Class/Job Code:

[ ]  Student Services Professional, Academic-Related - Class/Job Code:

[ ]  Temporary Librarian\*: [ ]  12 Month (Job Code 2920) [ ]  10 Month, paid over 12 months (Job Code 2919) Range:

[ ]  Music Studio Instructional Faculty\* (Job Code 2365)

[ ]  Graduate Assistant (Job Code 2355)

 Work Schedule Designation Form Required

 Duties:

**Time Base:**

*When time base is converted to a fraction, denominator must be no greater than 99.*

**Full-Time Monthly Rate of Pay** $      **OR** **\*Special Circumstances – Hourly Intermittent** $

 (Librarians, Demonstrations, Music Studio Instructional Faculty)

**Review and approval:**

|  |
| --- |
| **Academic Personnel Use Only**Employee ID: Employee Rec Number:Background Check Completed:Degree Verified: |

Chair/Director Date

Dean/Director/AVP Date

*(Academic Personnel use only)* Approved and Keyed into Peoplesoft on Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of this document will be filed in the faculty member’s Personnel Action File