

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, when off contract)
- Type of work (Extended Ed 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, please go to [Additional Employment](#).

Who	When/Type	Job Code	AEP	PPF	SCA	Voucher	Other
Full-Time Faculty (AY) Includes lecturers with multiple appointments = 15 units	During the academic year	2403	X	X			
	During academic breaks	4660			X	X	
	16 th unit (lecturers)	2403	X				CRF
	Extended Ed appt during AY	2322/2357	X				
Full-Time Faculty (12-month)	Year-round	2403	X	X			
	Extended Education	2322/2357	X				
Part-Time Faculty	Year-round	4660			X	X	
Staff (Primary Appointment)	Lecturer appointment	2358	X				CRF,WSF
	Extended Education	2322/2357	X				
	Other work (if not academic-related, please contact a UP Generalist)	4660	X		X	X	

Job Codes:
 2403 - Faculty Additional Employment (for FT faculty only)
 4660 - Special Consultant
 2322/2357 – Extended Education Instructors

Paperwork:
[AEP – Additional Employment Pre-approval](#)
[PPF: Payment Processing Form](#)
[SCA – Special Consultant Agreement](#)
[Payroll Voucher](#)
[CRF – Candidate Recommendation Form](#)
[WSF – Work Schedule Form](#)