

California State University, Sacramento
Office of Research Affairs
Time and Effort Reporting
(Additional Employment via University Enterprises, Inc.)

Additional Employment Maximum

In accordance with Chancellor’s Office HR Memo 2002-05 regarding additional employment, CSU faculty or staff (on an exceptional basis) may work additional hours not-to-exceed 25% of their time base. For more, see

- HR Memo 2002-05 (<http://www.calstate.edu/HrAdm/pdf2002/HR2002-05.pdf>)
- Sacramento State’s Additional Employment Policy (<http://www.csus.edu/umannual/hr/uma00180.htm>)
- CSU Faculty Bargaining Agreement (Article 36) (https://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2012-2014/article36.pdf)
- FERP Summary (<http://www.csus.edu/hr/docs/benefits%20pdfs/ferp%20summary.pdf>).

MPP additional employment is subject to a different policy, currently under revision, and MPP’s are encouraged to contact David Earwicker in the Office of Research Affairs, a unit of Academic Affairs, for more information.

Faculty Time and Effort Reporting Procedure for Sponsored Agreements

University Enterprises, Inc. (UEI), a campus auxiliary, administers sponsored activity on behalf of the campus through the office of Sponsored Programs Administration. As UEI manages a separate payroll and timekeeping system from the University, all earnings via sponsored activity are accounted for separately from University effort. UEI records hours worked by pay period for all faculty working additional employment on research or sponsored projects during the academic year and summer. The Office of Research Affairs will send Faculty Time and Effort Reports generated by UEI to University Human Resources and Academic Affairs per the following schedule. Additional copies may also be disseminated to Deans based on circumstance.

UEI additional employment hours are also made available at least twice per month after each pay period for incorporation into the University Faculty Effort Reporting System (FERS). The FERS is a separate, more comprehensive system that incorporates data from University, UEI, and College of Continuing Education sources to ensure full compliance with Article 36 and University and CSU policies. FERS reports are available through the Office of Research Affairs upon request. All additional employment policies are currently being reviewed and are subject to change.

Submission Date	Relevant Reporting Period	
	ACADEMIC YEAR FACULTY	12 MONTH FACULTY, MPP & STAFF (includes chairs)
September 1st	Previous academic year: fall, winter break, spring, and summer to July 15th	Current calendar year to July 15 th .
November 15th	Prior academic year including winter break, summer, and current academic year to October 15 th .	Current calendar year to October 15 th .
April 15th	Current academic year: fall, winter break, and spring to March 15 th .	Prior calendar year and current calendar year to March 15 th .

This report schedule includes only additional employment hours worked on sponsored projects through UEI.