Faculty Additional Employment Post-Authorization Form

The Post-authorization form should be signed and used as support in TAE for additional employment when submitting the appointment after work is complete, submitting an appointment before work begins via the Pre-Authorization form is the preferred method.

Filling out the form

Faculty Information:

- **Faculty Name**: Fill in the faculty members name as it appears on their hiring paperwork or W2.
- **CHRS ID**: Fill in the faculty members CHRS ID number.
- **Faculty Position**: Use the drop down to select the faculty members unit 3 position, for split chairs select "Department Chair"
- **Employment Status**: Use the drop down to select the faculty members employment status. Any faculty with 1.0 FTE in their primary position at the time of the additional appointment would be considered full-time, any faculty with less than 1.0 FTE would be considered part time. FERP faculty are ineligible for additional employment, contact OFA if a faculty member is a rehired annuitant before completing the form

Additional Employment Detail:

- **Timeframe**: Fill in when the work is expected to start and end.
- **Workload**: Fill in the faculty members' workload using hours per week or WTU, with WTU being associated with instructional workload on a semester basis. When offering work, or refencing work performed on a WTU basis, please be mindful of the WTU value for a particular assignment as well as the duration, i.e., 1 WTU is equivalent to 45.33 semester hours of work, 2 WTU to 90.66 hours, and 3 WTU is equivalent to 136 semester hours of work.

Description of Duties:

- **Description of Duties**: Include a summary of the duties that will be performed. If more space is needed or an award letter is available you may attach an additional document to the completed form.

Compensation Amount and Frequency:

- **Fund Source**: Fill in the chartfield/chartstring associated with the appointment. A class code should be tied to additional employment payments for tracking purposes.
- **Total Compensation Amount**: Fill in the total compensation amount, for monthly payments that will occur over the course of the appointment please provide the total gross compensation not the estimated monthly compensation amount.
- **Frequency**: Use the drop down to select from lump sum (payment upon completion of work) or monthly (monthly payments over the course of the appointment).
- **Funds are available**: If funds have been allocated for the appointment and are available check yes, otherwise check no.
- **How compensation was determined**: Indicate how the total compensation amount was reached using the provided check boxes. Use the other/additional information field to provide more detail as needed.

Late Submission Rationale:

- **Rationale**: required for support in case of an audit. Please explain why the appointment was or needed to be submitted after completion.

Completing the form

The form can be filled out and signed via Adobe Sign or by hand and should be signed by the approving authority with fiscal responsibility for the fund source being used. A PDF of the form should be included as part of the supporting documentation for the appointment in TAE. Instructions on how to do so are available on the OFA website.