

Sacramento State
Office of Research, Innovation, and Economic Development

Procedure	Faculty Additional Employment Reporting (Additional Employment via University Enterprises, Inc.)
Effective date	November 2014
Updated	February 2020

Additional Employment Maximum

In accordance with [HR Memo 2015-22](#) regarding additional employment and the current CSU faculty bargaining agreement (Article 36), CSU faculty may work additional hours not-to-exceed 25% of their time base. For more, see <https://www.csus.edu/academic-affairs/faculty-advancement/internal/additional-employment.html>.

Faculty Time and Effort Reporting

The university's Faculty Effort Reporting System (FERS) in Cognos is a comprehensive system that incorporates data from University, University Enterprises, Inc. (UEI), and College of Continuing Education sources to help ensure compliance with Article 36 and University and CSU policies. FERS reports are available through Cognos and requests for report access should be made to the Office of Faculty Advancement.

For sponsored agreements, University Enterprises, Inc., a campus auxiliary, administers externally funded research and sponsored activity on behalf of the campus through the office of Sponsored Programs Administration (SPA). 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. Additional employment hours tracked by UEI are made available at least twice per month after each pay period for incorporation into FERS. Additionally, UEI SPA will generate and send Faculty Time and Effort Reports to the Office of Faculty Advancement per the following schedule.

Submission Date	Relevant Reporting Periods	
	ACADEMIC YEAR FACULTY	12 MONTH FACULTY, MPPs & STAFF (includes chairs)
September 1st annually	Previous academic year - fall, winter break, spring, and summer to June 30.	Current calendar year to June 30.
November 15th annually	Prior academic year including winter break and summer. Current academic year to September 30.	Current calendar year to September 30.
April 15th annually	Current academic year - fall, winter break, and spring through February 28.	Prior calendar year and current calendar year through February 28.

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