Office of Academic Affairs
Faculty Additional Employment Requests (2403)
Procedural Guide
May 25, 2021

Overview
This document outlines the steps required to appoint Unit 03 employees using job code 2403. Failure to follow these steps may lead to a delay in processing or in a denial of requests as untimely.

Procedure
1. The requestor initiates the *OAA – Faculty Additional Employment Request (2403)* workflow within Adobe Sign. The workflow is located in Adobe Sign via *Home > Start from Library > Workflows.*
2. Upon email notification by Adobe Sign of final approval by the Provost or Designee (at the time of this writing, Rafael Hernandez), staff from Academic Resources and Planning will separately provide details for the creation of a 2403 contract to the office of the Appropriate Administrator (or their delegate) so that a temporary faculty contract may be created for Payroll.
3. Within 7 days of receipt of details from Academic Resources and Planning, the 2403 contract is created within the Temporary Faculty Contracts module in PeopleSoft by the office of the Appropriate Administrator (or their delegate). If the office of the Appropriate Administrator (or their delegate) is unable to create a 2403 contract due to limitation of technical access or other extenuating circumstance, Academic Resources and Planning will create the contract as a stop-gap.
4. After creation, and with all information fully provided therein, the office of the Appropriate Administrator (or their delegate) informs Academic Resources and Planning so that the contract may be routed to Payroll for final processing.

Questions
General questions about this guide may be posted to **#oaa-process-125-rule** within the Cal State East Bay Slack grid. Specific questions, including those about specific faculty, Article 36 eligibility, and other questions about additional employment compliance, may be directed to:

Rafael Hernandez, Associate Provost
Slack: Direct message to @rafael
rafael.hernandez@csueastbay.edu
510-885-3711