

ONBASE TUTORIAL

ADDITIONAL EMPLOYMENT - FACULTY SPECIAL CONSULTANT PAYMENT

Important

An approved [Special Consultant Pre-Approval](#) is required prior to submitting a special consultant payment form.

Description

Upon receiving the agreed deliverables from the faculty member, the Project Lead will notify the Hiring Department Contact to initiate the Special Consultant Payment form In [Onbase](#). Submitting the Payment Request form to UP - FS is confirmation that the Project Lead is fully satisfied that the assignment is complete.

Payment Process

The department contact will initiate payment based on the agreed upon deliverables as stated on the Special Consultant Pre-Approval. The payment details should reflect the information on the Special Consultant Pre-Approval.

Tips to help with the payment:

- Multiple pay periods may be entered on one form. However, it's recommended that one pay period per request be submitted.
- See the [Master Payroll Calendar](#) for pay period dates.
- Dates worked are only faculty non-duty days. See faculty [Academic Calendar](#) for these dates.
- A full daily rate is requested; no partial days or hours are allowed.

Please note, it can take up to two weeks after the form is processed by payroll for the State Controller's Office to issue the pay warrant.

Given the constraints imposed by Article 36 of the CBA, the funding sources for special consultants typically must be from non-general funds.

This guide is most helpful when a new form is opened in OnBase. Follow the instructions below to make each appointment. Guidance is paired with representative screen captures.

INITIATING THE FORM

To access the form, you must be signed into SJSU's Single Sign On. You will be prompted to sign in if you are not already signed in.

<https://one.sjsu.edu/>

In the Search Bar, enter "Faculty Additional Employment" and select "Faculty Additional Employment Unity Form."

You can also follow this link, [Additional Employment Request Form](#), to start a new appointment.

For more information, select "Faculty Additional Employment Resources" website.

The first screenshot shows the 'Connecting to OnBase' sign-in page. It includes fields for 'SJSU ID Number' and 'Password', a 'Remember me' checkbox, and a 'Sign In' button. Below the sign-in fields is a link for 'Need help signing in?'.

The second screenshot shows the 'one.SJSU Spartan App Portal' with the search results for 'Faculty Additional Employment'. A yellow arrow points to the 'Faculty Additional Employment Unity Form' result, which is labeled 'OnBase'. Another result, 'Faculty Additional Employment Resources website', is also visible.

FIRST PANEL

The screenshot shows the 'Additional Employment Request' form panel. It includes fields for 'Form Status' (NEW), 'Document ID#', 'Department Contact Name' (Cynthia Salinas), 'SJSU ID' (004484507), 'Phone Number', 'Email Address' (cynthia.salinas@sjsu.edu), 'Form Type', and 'Appointment Type'. A warning message at the bottom states: 'Route directly to UP-FS. WARNING: This will skip the approvals step of the appointment process!'.

Form Status: Upon starting the form, the Form Status will display "NEW" because one is initiating an appointment. Form status updates as the form moves through levels of review. Please note the submission date will appear once the form is submitted.

Below you will find a list of different Form Statuses. The Form Status on the form will change

as the form is routed. New statuses may be created as needed.

- NEW
- DEPT REVIEW
- HIRING DEPT 1 APPROVAL
- APPROVED BY HIRING DEPT 1
- DENIED BY HIRING DEPT 1
- NO RESPONSE FROM HIRING DEPT 1
- RET'D TO HIRE DEPT 1
- HIRING DEPT 2 APPROVAL
- APPROVED BY HIRING DEPT 2
- DENIED BY HIRING DEPT 2
- NO RESPONSE FROM HIRING DEPT 2
- RET'D TO HIRE DEPT 2
- APPOINTEE APPROVAL
- APPROVED BY APPOINTEE
- DENIED BY APPOINTEE
- NO RESPONSE FROM APPOINTEE
- RET'D TO APPOINTEE
- HOME DEPT 1 APPROVAL
- APPROVED BY HOME DEPT 1
- DENIED BY HOME DEPT 1
- NO RESPONSE FROM HOME DEPT 1
- RET'D TO HOME DEPT 1
- HOME DEPT 2 APPROVAL
- APPROVED BY HOME DEPT 2
- DENIED BY HOME DEPT 2
- NO RESPONSE FROM HOME DEPT 2
- RET'D TO HOME DEPT 2
- ADDTL EMPLOYMENT REVIEW
- APPROVED AND COMPLETED
- APPROVED AND SENT TO ESS
- RETURNED TO ESS
- ESS REVIEW
- CANCELLED
- DENIED BY UP
- ON HOLD
- CPGE ANALYST REVIEW
- PENDING CPGE APPROVAL
- RETURNED TO OVERLOAD REVIEW
- READY TO PAY
- RETURNED TO CPGE REVIEW
- COMPLETED BY ESS
- REMOVED FROM WF

Document ID#:

The form generates a unique ID that may be used to track it once it is submitted. This unique number can be used to search for it later within the OnBase interface (e.g., looking up the current form status).

Department Contact Name and SJSU ID: This area is automatically populated with the initiator's information upon opening the form.

Phone Number:

The Requestor should enter their contact number to help resolve problems efficiently.

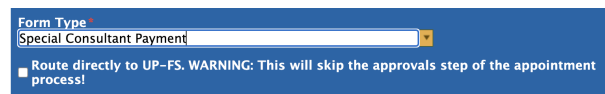
Form Type: Select the appropriate form for the appointment being requested.

This tutorial is for Special Consultant Payment, so we will select “Special Consultant Payment.”



The screenshot shows a dropdown menu titled "Form Type" with a search bar. The menu is open, displaying a list of options: Category 2403 Appointment, Special Consultant Pre-Approval, Special Consultant Payment, State-Supported Summer Pre-Approval & Payment, CPGE Special Session, CPGE Summer Session, and CPGE Winter Session. The "Special Consultant Payment" option is highlighted.


Route directly to FS: Select this box in rare instances when employment approval is not being sought. Documents are sent directly to Faculty Services staff (e.g., documentation requests).



The screenshot shows the "Form Type" dropdown menu with "Special Consultant Payment" selected. Below the dropdown, there is a checkbox labeled "Route directly to UP-FS. WARNING: This will skip the approvals step of the appointment process!" which is currently unchecked.

Appointment Type: Select the appropriate appointment type. There are six options:

- **New Hire**
No prior work at SJSU or first time being appointed as faculty. This includes current staff or someone that has a previous student record that is now being appointed as faculty for the first time.
- **Rehire-Break in Service (More than 12mo)**
Faculty has a record in PeopleSoft, in the same job code and department and has been terminated for more than 12 months. The hiring process for this type of appointment is initiated



The screenshot shows a dropdown menu titled "Appointment Type" with a search bar. The menu is open, displaying a list of options: New Hire, Rehire-Break in Service (More than 12mo), Rehire-Break in Service (Less than 12mo), Concurrent - New to Department, Reappointment, and Revision. The "New Hire" option is highlighted.

<p>in CHRS. Application documents will be collected during this process.</p> <ul style="list-style-type: none"> Rehire - Break in Service (Less than 12mo) Faculty has a record in PeopleSoft in the same job code and department that has been terminated for less than 12 months. Note: A faculty being appointed in a new department would be a concurrent hire. Concurrent - New to Department Faculty Is currently active and is now being appointed, as faculty in a new department. Reappointment Faculty is currently active and being appointed in the same job code and same department. Revision An update to a current appointment. 	
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SECOND PANEL

Important: Before submitting a request for additional employment, please review the [SJSU Policy on Overloads/Additional Employment for Faculty](#)

Appointee SJSU ID *	First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Appointment Information			
NOTE: UP – FA may adjust appointment dates and compensation			
Position Number (new appt) *	Dept ID	Department Name	College/Division
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Reset Position Information"/>	Job Code	Check Sort Unit	
	<input type="text"/>	<input type="text"/>	
Appt Start Date *	Appt End Date (1 yr max) *		
<input type="text"/>	<input type="text"/>		
Actual Monthly Salary (optional)	Source of Funds *	Daily Rate	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Faculty Information: Enter the Appointee's SJSU ID; Appointee's First Name, Last Name, and Email Address, will automatically populate.

- **Appointee SJSU ID:** Will always need to be 9 digits. Please insert the initial 0's
- **Email Address:** The email address will typically be an SJSU email address. Business

<p>addresses are occasionally set to non-SJSU; the email field may be edited to ensure use of SJSU accounts.</p>	
<p>Requested Appointment Information: Enter the appropriate Position Number for the new appointment. The position number must link to a special consultant classification (8379 or 4660 or 4662 for hourly) Once the position number is entered, the following will automatically populate:</p> <ul style="list-style-type: none"> • Dept ID • Department Name • College/Division • Job Code, and • Check Sort Unit <p>Note: If you don't have a position number, one will have to be requested. A position number may be requested via the Position Management Action Form.</p>	<p>Requested Appointment Information NOTE: UP – FA may adjust appointment dates and compensation</p> <p>Position Number (new appt) * <input type="text"/> Dept ID <input type="text"/></p> <p>Reset Position Information</p> <p>Department Name <input type="text"/> College/Division <input type="text"/></p> <p>Job Code <input type="text"/> Check Sort Unit <input type="text"/></p>
<p>Appt Start Date: Enter the first day of work (typically the first day of a class for teaching appointments) Appt End Date (1 yr max): Enter the end date (typically the last day of a class for teaching appointments)</p>	<p>Appt Start Date * <input type="text"/> Appt End Date (1 yr max) * <input type="text"/></p>
<p>Actual Monthly Salary (Optional): Enter faculty member's monthly base rate for their regular appointment.</p>	<p>Actual Monthly Salary (optional)</p> <p><input type="text"/></p>
<p>Source of Funds: Select the appropriate fund source from the drop down list. The funding sources for special consultants typically must be non-general funds.</p>	<p>Source of Funds *</p> <p><input type="text"/></p>

	<div> <div>CSU Chancellor's Office</div> <div>CSU Operating Fund</div> <div>Lottery</div> <div>PaCE</div> <div>Research Foundation</div> <div>SSETF-IRA</div> <div>SSETF-Student Success</div> <div>Tower Foundation</div> <div>Trust Fund</div> </div>
<p>Daily Rate: Enter the daily rate which was approved on Special Consultant Pre-Approval.</p> <p>Note: The Special Consultant Pre-Approval first needs to be completed before submitting the Special Consultant Payment.</p>	<div> <div>Daily Rate</div> <div></div> </div>

THIRD PANEL: Special Consultant Pre-Approval
<div> <div>Special Consultant Payment</div> <div> <div>Project Title as entered on Special Consultant Pre-Approval Form *</div> <div></div> </div> <div>Refer to the Master Payroll Calendar for actual pay dates in a pay period. Faculty may only work on non-duty days. Refer to the Academic Calendar for actual non-duty dates.</div> </div>

Project Title as entered on the Special Consultant Pre-Approval Form: Enter the name that was provided on the Special Consultant Pre-Approval Form.

Dates of Employment (Within Start and End Dates of Appointment Listed Above)		Add
Date *	Daily Rate *	
<input type="text"/>	<input type="text"/>	Remove

Date: Select the date and year worked from the calendar. Dates must match those on the pre-approval form

Daily Rate: Enter the number of days for non-faculty duty days for each month/s

“Add” button: Select the “Add” button if you would like to add additional months

-“Remove” button: You have the option to remove any information in this section by selecting the “Remove” button

Monthly Compensation					Add
Pay Period Month *	Pay Period Year *	Pay Period Total Days Worked *	Pay Period Daily Rate *	Pay Period Compensation *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove

Pay Period Month: Enter the month the assignment was completed. If entering dates for multiple pay periods, a row must be added to summarize each pay period.

“Add” button: Select the “Add” button if you would like to add additional months

Pay Period Year: Enter the year the assignment was completed

Pay Period Days Worked: Enter the **total** non-duty days that the faculty performed the assignment during that specific pay period

Pay Period Daily Rate: Enter the rate for each day as indicated on the Special Consultant Pre-Approval form.

Pay Period Compensation: Enter the total compensation for the appropriate pay period. (Pay Period Days Worked multiplied by the Pay Period Daily Rate)

Supporting Documents -- Only if Required (0)

Attach Supporting Document

Attach Supporting Document: Attach any documents that would assist the review of the appointment. You can attach more than one document.

Approval Process: The approval path is -

1. Reviewer
2. Hiring Dept 1
3. Hiring Dept 2
4. Faculty Appointee
5. Home Dept 1
6. Home Dept 2
7. Faculty Services
8. Copy Sent to Department contact & CC Emails when complete

Hiring Department is different than Home Department: Select this option if the faculty is from a different college.

Home Department Approver 1: This is a required field. Enter approver's first, last name and SJSU email.

Home Department Approver 2: This is an optional field. Enter approver's first, last name and SJSU email.

CC Email Address 1 and 2: Enter an additional email for whomever you would like to receive a copy. A general inbox email may also be included.

If you would like additional individuals to view the form, please forward the link associated with the form, once the form is submitted. Those individuals can add comments in the Additional Approval Notes and Comments Section.

Route for analyst review: Select this option if you would like to add an additional reviewer such as resources analyst

Reviewer Name: This is a required field. Enter approver's first, last name and SJSU email.

☒ Hiring Department is different than Home Department

☐ Route for analyst review

Hiring Department Approver 1 * Email *

Hiring Department Approver 2 Email

Home Department Approver 1 * Email *

Home Department Approver 2 Email

CC Email Address 1 CC Email Address 2

☐ Hiring Department is different than Home Department

☒ Route for analyst review

Reviewer Name * Reviewer Email *

Hiring Department Approver 1 * Email

Hiring Department Approver 2 Email

CC Email Address 1 CC Email Address 2

Hiring Department is different than Home Department: Select this option if the faculty is from a different college. Enter approver's first, last name and SJSU email.

Route for analyst review: Select this option if you would like to add an additional reviewer such as resources analyst

Reviewer Name: This is a required field. Enter approver's first, last name and SJSU email.

- ☒ Hiring Department is different than Home Department
☒ Route for analyst review

Reviewer Name *	Reviewer Email *
<input type="text"/>	<input type="text"/>
Hiring Department Approver 1 *	Email *
<input type="text"/>	<input type="text"/>
Hiring Department Approver 2	Email
<input type="text"/>	<input type="text"/>
Home Department Approver 1 *	Email *
<input type="text"/>	<input type="text"/>
Home Department Approver 2	Email
<input type="text"/>	<input type="text"/>
CC Email Address 1	CC Email Address 2
<input type="text"/>	<input type="text"/>

Additional Approve Notes and Comments:
Enter: Enter additional information to support or explain your request.

Form will be copied to CC Email Addresses when denied or completed by UP – FS
Additional Approver Notes and Comments

Appointment Approval Section

Additional %: Faculty Services may indicate additional employment percentage for the appointment requested

FS Approved By and Date: Faculty Services will review. The Faculty Services reviewers will enter their name and date.

CPGE Approved By and Date: CPGE will review. The CPGE reviewers will enter their name and date.

CPGE or UP Admin Comments: Please note, CPGE or Faculty Services may request additional information or make changes to the form. Any changes will be tracked by going to the "History" of that document.

Appointment Approval

Addtl % <input type="text"/>	Addtl WTU <input type="text"/>	FS Approved by: <input type="text"/>	FS Approved Date <input type="text"/>
		CPGE Approved by: <input type="text"/>	CPGE Approved Date <input type="text"/>
CPGE Admin Comments <input type="text"/>			
UP Admin Comments <input type="text"/>			

Submit:

Click submit to save and submit the form.

Submit

FACULTY ADDITIONAL EMPLOYMENT ONBASE UNITY FORM REVIEW/APPROVAL ROLES



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Overview

The Additional Employment Form has a series of individuals who review or approve the form. Below you see the types of roles for those individuals along with the available options to select when reviewing.

The approval path is:
Reviewer → Hiring Dept 1 → Hiring Dept 2 → Faculty Appointee → Home Dept 1 → Home Dept 2 → UP-Faculty Services → Copy sent to Department Contact & CC Emails when complete

☒ Hiring Department is different than Home Department
☒ Route for analyst review

Reviewer Name *	Reviewer Email *
<input type="text"/>	<input type="text"/>
Hiring Department Approver 1 *	Email *
<input type="text"/>	<input type="text"/>
Hiring Department Approver 2	Email
<input type="text"/>	<input type="text"/>
Home Department Approver 1 *	Email *
<input type="text"/>	<input type="text"/>
Home Department Approver 2	Email
<input type="text"/>	<input type="text"/>
CC Email Address 1	CC Email Address 2
<input type="text"/>	<input type="text"/>

Requesters will select one of 5 routing configurations, with routing following the order in each configuration below:

1. Reviewer + Hiring Department + Faculty + Home Department -> FS
Under section, Approvers, select checkboxes:
 - Hiring Department is different than Home Department, and
 - Route for Analyst Review
2. Hiring Department + Faculty + Home Department -> FS
Under section, Approvers, select checkbox:
 - Hiring Department is different than Home Department
3. Reviewer + Hiring Department + Faculty -> FS
Under section, Approvers, select checkbox:
 - Route for Analyst Review
4. Hiring Department + Faculty -> FS
This is the default, do not select routing checkboxes
5. Direct (No Routing or Approval Allowed) -> FS
In first section (blue area), select the checkbox:
 - Route directly to FS. WARNING: This will skip the approvals step of the appointment process!



Requester

The requester is the individual who completes and submits the Additional Employment Form. The requester will receive a confirmation via email from noreply@sjsu.edu (See example below).

Note: Do not reply back to noreply@sjsu.edu. This is an automatic email sent from OnBase. If you have any questions, contact additionalemployment-faculty@sjsu.edu. Please include details regarding the appointment when sending an email to Additional Employment staff.

The email will indicate that the form was received by Faculty Services. The subject of the message will be titled "Received: (Name of the form) (Document ID Number) for (Appointee's Full Name) (Appointee's ID)". The form will include a unique Document ID that will be used for tracking purposes.

This is an example of the email that the Requester will receive:

Received: CPGE WINTER SESSION (DocID 9884421) for James Lee (004686956) Inbox x  

noreply@sjsu.edu
to CYNTHIA.SALINAS ▾ 8:57 AM (39 minutes ago) ☆ ↶ ⋮

Cynthia Salinas,

Your additional employment request for James Lee (004686956) has been received by University Personnel - Faculty Services. You will receive notification when the request has been approved or denied.

You can view the current form and its status by signing in to [OnBase](#) using your SJSUOne ID and password.

CAUTION: Opening this link may prevent your approvers from successfully processing and approving the form. Please click this link only if absolutely necessary, and close the window in your web browser as soon as possible to prevent your form from being locked and unable to move forward in the approval process.

If you have any questions, please contact [Additional Employment](#).

Thank you.

IMPORTANT: Always close the browser window so that the next person can view the form. Please wait up to 45 minutes for the next reviewer/approver to receive the confirmation email with the OnBase form link.

Reviewer

If the option “Route for analyst review” was selected (see below), the Reviewer will receive an email with the Additional Employment Form link to review the form (See example below). The requester will receive a confirmation via email from noreply@sjsu.edu.

Note: Do not reply back to noreply@sjsu.edu. This is an automatic email sent from OnBase. If you have any questions, contact additionalemployment-faculty@sjsu.edu. Please include details regarding the appointment when sending an email to Additional Employment staff.

The subject of the message will be titled “Received: (Name of the form) (Document ID Number) for (Appointee's Full Name) (Appointee's ID). The form will include a unique Document ID that will be used for tracking purposes. The Reviewer may make any additional changes as needed and submit the form. The Reviewer should scroll down the Additional Employment form to send the form to the approvers.

The message in the email will include:

(Reviewers Name)

An additional employment request has been submitted for Name (ID) by Requester Name. You can view the form by signing in to Onbase using your SJSUOne ID and password.

Please review and make any required edits. When you are ready, click the “Send for Approval” button, and then “Submit” to save and submit the form.

Note: The windows may not close automatically, so please close the window after submitting.

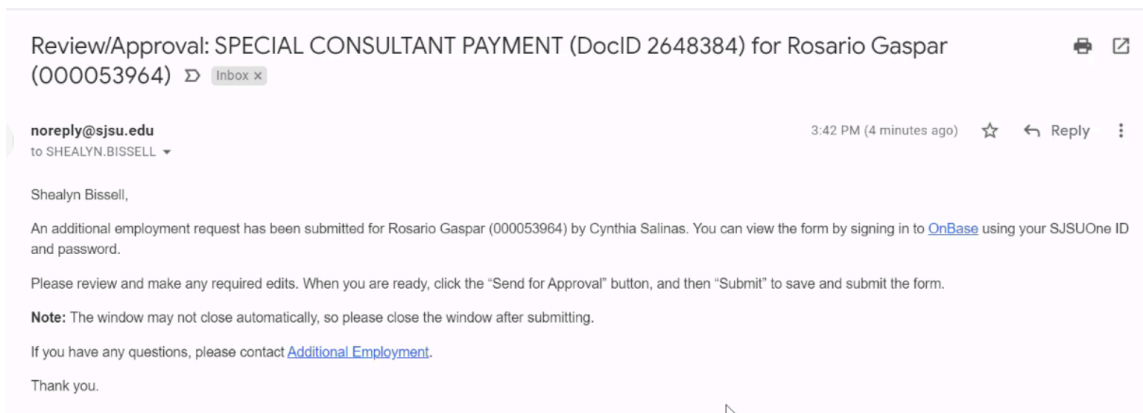
If you have questions, please contact Additional Employment (additionalemployment-faculty@sjsu.edu)

☒ Route for analyst review

Reviewer Name *



Reviewer Email *



Once the Reviewer has made the appropriate changes, the Reviewer should select the "Mark Ready to approve" button and mark the "Send to Approvers" box. Then the reviewer should select the "Save and Submit" button

The screenshot shows the bottom portion of a web form. At the top, a note says "Form will be copied to CC Email Addresses when denied or completed by UP - FS". Below this is a text area for "Additional Approver Notes and Comments". The "Approvals" section contains three buttons: "Mark ready to approve", "Save and Submit", and "Send to Approvers" (which has a checked checkbox). Two large blue arrows point to the "Mark ready to approve" and "Send to Approvers" buttons. Below the buttons, a message states: "Open forms remain locked and assigned to you. Please close the web browser page or tab after pressing Save and Submit." At the bottom is a "Comments for Dept" text area.

IMPORTANT: Always close the browser window so that the next person can view the form. Please wait up to 45 minutes for the next reviewer/approver to receive the form.

Hiring Department 1

If there is a separate hiring department, the first field is required. If only 1 person (an MPP) will be an approver, make sure their name is put in Hiring Department 1.

The individual listed as the approver for the Hiring Department 1 will receive an email indicating to approve the Additional Employment Request (see example below). The Hiring Department 1 will receive a confirmation via email from noreply@sjsu.edu.

Note: Do not reply back to noreply@sjsu.edu. This is an automatic email sent from OnBase. If you have any questions, contact additionalemployment-faculty@sjsu.edu. Please include details regarding the appointment when sending an email to Additional Employment staff.

Review/Approval: CPGE WINTER SESSION (DocID 9867517) for Ryan Campbell
(000081654) Inbox x



noreply@sjsu.edu
to CYNTHIA.SALINAS ▾

Mon, Oct 25, 3:08 PM (22 hours ago) ☆ ↶ ⋮

Cynthia Salinas,

An additional employment request has been submitted for Ryan Campbell (000081654) by James D Lee. You can view the form by signing in to [OnBase](#) using your SJSUOne ID and password.

To approve or deny this request, scroll down to the Approval Decision section. There, select the dropdown and select Approve or Deny, along with any comments or denial reason. Then select the Save and Submit button.

Note: The window may not close automatically, so please close the window after submitting.

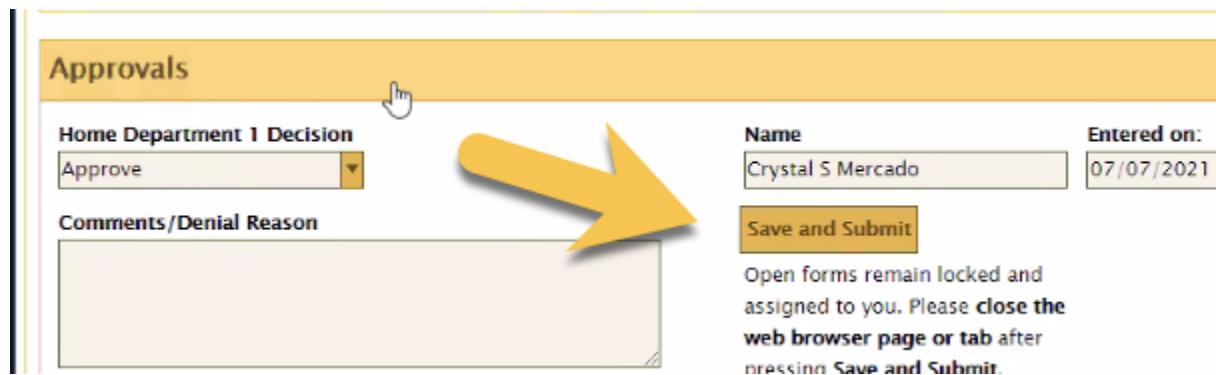
If the form is greyed out or "frozen" when you open it, it may be locked. Forms are locked automatically when another user opens them. They should automatically unlock after 45 minutes. You can either wait for the form to be automatically unlocked, or you can contact [Additional Employment](#) to request that they unlock the form for you.

If you deny this request, the department contact will be notified with the denial reason, and the additional employment request will be archived. If you have any questions, please contact [Additional Employment](#).

Thank you.

Once the approver views the request, they should scroll down the form to approve or deny the request.

In the "Approvals" section, under "Home Department 1 Decision", select the down caret symbol to Approve or Deny the request. The full name of the Home Department 1 Approver will be automatically populated, along with the current date. If the request is denied, any comments in the "Comments/Denial Reason" can be added to the text box. Once finished, select the "Save and Submit" button.



The screenshot shows a web form titled "Approvals" with a yellow header bar. Below the header, there are three main sections. On the left, under "Home Department 1 Decision", there is a dropdown menu currently showing "Approve". Below this is a text area labeled "Comments/Denial Reason". A large yellow arrow points from the dropdown menu towards the right side of the form. On the right side, there is a "Name" field containing "Crystal S Mercado" and an "Entered on:" field containing "07/07/2021". Below these fields is a "Save and Submit" button. Underneath the button, a note states: "Open forms remain locked and assigned to you. Please **close the web browser page or tab** after pressing **Save and Submit**."

Approvals	
Home Department 1 Decision Approve	Name Crystal S Mercado
Comments/Denial Reason <div></div>	Entered on: 07/07/2021
	Save and Submit Open forms remain locked and assigned to you. Please close the web browser page or tab after pressing Save and Submit .

IMPORTANT: Always close the browser window so that the next person can view the form. Please wait up to 45 minutes for the next reviewer/approver to receive the form.

Hiring Department 2

If Hiring Department 2 was filled in (e.g., supervisor was HD 1, MPP would be HD 2), then the individual listed as the approver for the Hiring Department 2 will receive a confirmation via email. The Hiring Department 2 will follow the same process as Hiring Department 1. (See [Hiring Department 1](#))

Reviewer Name *		Reviewer Email *	
Hiring Department Approver 1 *		Email *	
Hiring Department Approver 2		Email	
Home Department Approver 1 *		Email *	
Home Department Approver 2		Email	
CC Email Address 1		CC Email Address 2	



Faculty Appointee

The Faculty Appointee will receive an email indicating to approve or deny the Additional Employment Request (see example below). The Faculty Appointee will receive a confirmation via email from noreply@sjsu.edu (See example below).

Note: Do not reply back to noreply@sjsu.edu. This is an automatic email sent from OnBase. If you have any questions, contact additionalemployment-faculty@sjsu.edu. Please include details regarding the appointment when sending an email to Additional Employment staff.

The subject of the message will be titled “Received: (Name of the form) (Document ID Number) for (Appointee Full Name) (Appointee ID). The form will include a unique Document ID that will be used for tracking purposes. The faculty member should select the “**OnBase**” link in the email to begin the approval process.

Ryan,

An additional employment request has been submitted for you by James D Lee. It has been approved by the hiring department and now is awaiting your approval. You can view the form by signing in to [OnBase](#) using your SJSUOne ID and password.

To approve or deny this request, scroll down to the Approval Decision section. There, select the dropdown and select Approve or Deny, along with any comments or denial reason. Then select the Save and Submit button.

Note: The window may not close automatically, so please close the window after submitting.

If the form is greyed out or “frozen” when you open it, it may be locked. Forms are locked automatically when another user opens them. They should automatically unlock after 45 minutes. You can either wait for the form to be automatically unlocked, or you can contact [Additional Employment](#) to request that they unlock the form for you.

If you deny this request, the department contact will be notified with the denial reason, and the additional employment request will be archived. If you have any questions, please contact [Additional Employment](#).

Thank you.

Once the Faculty Appointee views the request, they should scroll down the form to approve or deny the request. Approving the request indicates accepting the appointment. If you have any questions regarding the information on the form, the Faculty Appointee should contact the Requester. The Requester’s contact information can be located on the top of the form. Faculty appointees will not be able to revise the form themselves.

In the “Approvals” section, under “Appointee Decision”, select the down caret symbol to Approve or Deny the request. The full name of the Faculty Appointee will be automatically populated, along with the current date. If the request is denied, any comments in the “Comments/Denial Reason” can be added to the text box. Once finished, select the “Save and Submit” button.

The screenshot shows a web form interface. On the left, there is a section titled "Appointee Decision" with a dropdown menu currently set to "Approve". Below this is a large text area labeled "Comments/Denial Reason". On the right, there is a "Name" input field, a "Save and Submit" button, and a timestamp "Entered on: 07/30/2021 10:29:55 AM". A note below the button states: "Open forms remain locked and assigned to you. Please close the web browser page or tab after pressing Save and Submit." Two blue arrows are overlaid on the form: one points from the "Save and Submit" button to the "Appointee Decision" dropdown, and the other points from the "Comments/Denial Reason" text area to the "Save and Submit" button.

IMPORTANT: Always close the browser window so that the next person can view the form. Please wait up to 45 minutes for the next reviewer/approver to receive the form.

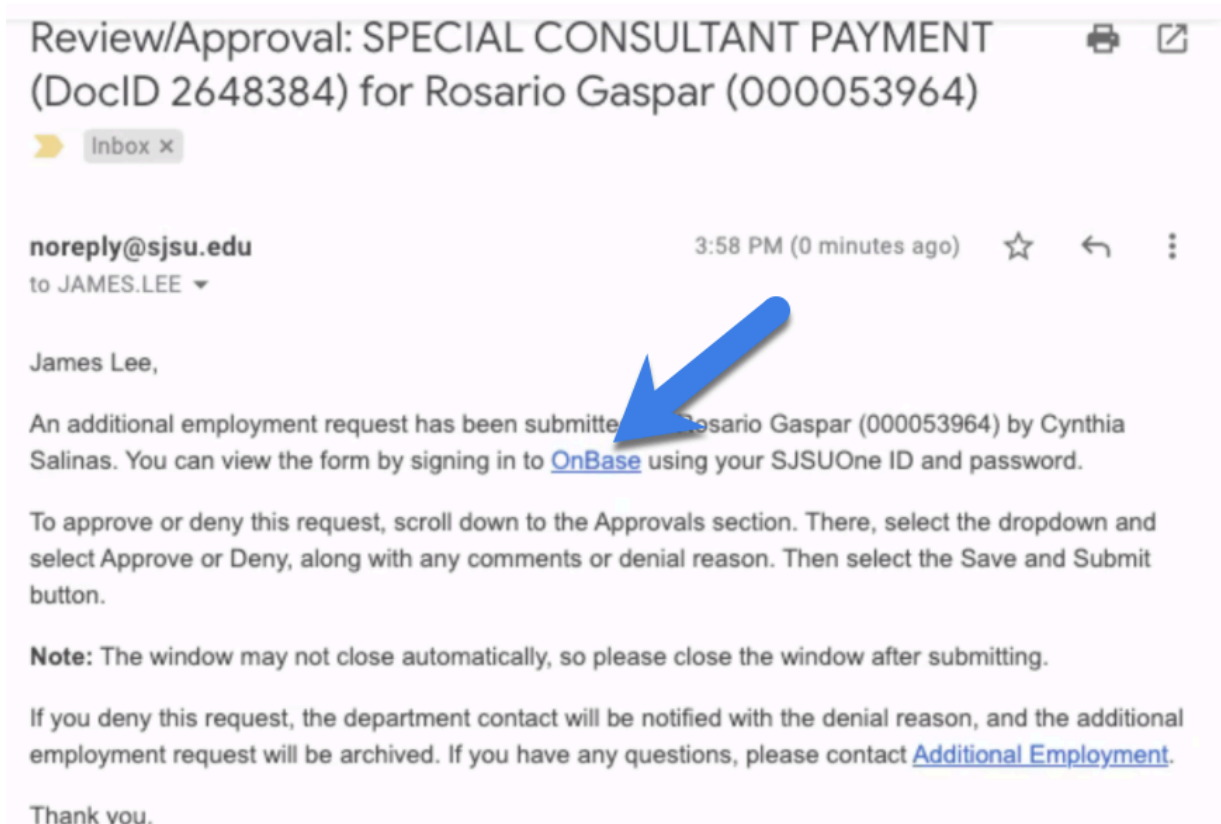
Home Department 1

The Home Department 1 field is required. If only 1 person (an MPP) will be an approver, make sure their name is put in Hiring Department 1.

The individual listed as the approver for the Home Department 1 (typically Department Chair) will receive an email indicating to approve the Additional Employment Request (see example below). The Hiring Department 1 will receive a confirmation via email from noreply@sjsu.edu.

Note: *Do not reply back to noreply@sjsu.edu. This is an automatic email sent from OnBase. If you have any questions, contact additionalemployment-faculty@sjsu.edu. Please include details regarding the appointment when sending an email to Additional Employment staff.*

The subject of the message will be titled "Received: (Name of the form) (Document ID Number) for (Appointee's Full Name) (Appointee's ID). The form will include a unique Document ID that will be used for tracking purposes. The approver should select the **"OnBase"** link in the email to begin the approval process.



Once the approver views the request, they should scroll down the form to approve or deny the request.

In the "Approvals" section, under "Home Department 1 Decision", select the down caret symbol to Approve or Deny the request. The full name of the Home Department 1 Approver will be automatically populated, along with the current date. If the request is denied, any comments in the "Comments/Denial Reason" can be added to the text box. Once finished, select the "Save and Submit" button.

The image shows a web form for approval. On the left, there is a section titled "Home Department 1 Decision" with a dropdown menu showing "Approve". Below it is a text area labeled "Comments/Denial Reason". On the right, there is a "Name" field, an "Entered on:" timestamp field showing "07/30/2021 10:29:55 AM", and a "Save and Submit" button. A blue arrow points from the "Approve" dropdown to the left, and another blue arrow points from the "Save and Submit" button to the right.

IMPORTANT: Always close the browser window so that the next person can view the form. Please wait up to 45 minutes for the next reviewer/approver to receive the form.

Home Department 2

If the Home Department 2 field was filled in (e.g., Chair was HD 1, MPP or Dean would be HD 2), then the individual listed as the approver for the Home Department 2 will receive a confirmation via email. The Home Department 2 will follow the same process as Home Department 1. (See [Home Department 1](#))

FS Approval Section

The form will then be routed to Faculty Services, and CPGE if applicable, for review and approval.

Appointment Approval			
Addtl %	Addtl WTU	FS Approved by:	FS Approved Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		CPGE Approved by:	CPGE Approved Date
		<input type="text"/>	<input type="text"/>
CPGE Admin Comments			
<div></div>			
UP Admin Comments			
<div></div>			

PDF Generated When Finalized

Once finalized, all individuals listed as reviewers and approvers (including faculty) will receive a PDF via email of the appointment when the process has been completed.

The faculty's appointment information will be automatically uploaded to OnBase in the Faculty's Personnel Action File (PAF). If you need information regarding the appointment, please contact additionalemployment-faculty@sjsu.edu.

