



TEMPORARY FACULTY CHECKLIST: STATESIDE & PaCE APPOINTMENTS

UNIVERSITY PERSONNEL - FACULTY SERVICES | 408 - 924 - 2250

CHECKLIST FOR **ALL** TEMPORARY FACULTY APPOINTMENTS

First Name	Last Name	Employee ID	New/Break in Service Only EVC Cleared EVC Still Pending	Retired Annuitant ?
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CHECKLIST FOR **ALL**



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Request Type	Revision: Use to document changes to original appointment
Process to Collect Appointment Documents	Upload forms to Temp Fac form in OnBase

OVERALL STEPS

Task	Required for Regular Session	Required for Special Session
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Complete in SJSU@Work

CSU Contract Data		N/A
Generate Appointment Form (Temp Fac/TA/GA)		N/A
Generate Statement of Terms and Conditions		N/A - In OnBase Form

Collect Documents (Regular Session)

CSU Employment Questionnaire form (PDF version)	Optional	N/A
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Upload to OnBase Temp Fac Form

Signed Appointment Form (Temp Fac/TA/GA)		N/A
Signed Statement of Terms and Conditions		N/A
Signed CSU Employment Questionnaire (PDF version)	Optional	N/A

Complete OnBase Additional Employment Form

Additional Employment Form	N/A	
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