

**Instructions for Completing the Substitute Appointment Form  
of a Short Duration\* and Timesheet(s)  
(\*20 calendar days or less)**

**Appointment Form Worksheet**

<u>Field Name(s)</u>	<u>Field Completion Instructions</u>
Choose One:	
-Substitute Appointment	Place an 'X' for the type of appointment form you are creating ("New Appointment" OR "Correcting Appt Form"). The "Date" is the initial start date for the appointment.
-Corrects Appt Form	A "Correcting Appt Form" is replacing/correcting a form that has already been submitted.
Correct Appt Form Dated	Insert the date that the Original Subst Appt Form was dated.
Does this employee have another position on campus? Yes/No	Select <b>Yes</b> OR <b>No</b> . If yes, type in the 'Dept' and the 'Timebase' the employee is working in the other position.
Name	"Last name, First name" of the employee who is being hired as the Short Term Substitute.
Empl ID	Enter the 9 digit Employee ID (e.g. 000012345) assigned by the CMS system. Use the CSU ID Search to locate this value. If there is no existing value for this employee enter "NEW" in the field. This field should never be left blank.
Department	Enter the name of the Hiring Department (e.g. the Dept that the employee will be working in).
Campus Zip	Enter the campus zip the employee will be working in. This value is used for campus mail.
Dept ID	Enter the Department Identification code (D+5 digit number) e.g. D12345.
Substituting For	Enter the name of the employee (last name , first name) who is being substituted for.
CMS Position Number	Enter the 8 digit CMS position number. To locate this number search in position data (Organizational Development>Position Mgmt>Review Position/Budget Info>Vacant Budgeted Positions) enter DEPT ID and job code 2356.
SCO Unit	Enter the 3 digit State Controller's office unit number (e.g. 215). This is the unit number associated with your Dept ID. To located this number for your unit, go to INSIGHT>Human Resources>Signatory Authorization for Payroll>Unit List.
Begin Date	Enter the day the employee is starting this appointment (e.g. 12/10/2015).
End Date	Enter the final day the employee is working in this apartment (e.g. 12/20/2015).
Job Code	The job code (class code from salary schedule) for this type of appointment is always '2356' and should not be changed.

Range/ Grade	Enter the 1 digit range/grade as appropriate, according to the salary schedule. Open the salary schedule and locate the appropriate 'range' for the employee in class code/job code 2356. The Salary Schedule use the term "range" and CMS uses the term "grade" Click the following link to locate the current salary schedule: <a href="http://www.calstate.edu/HRAAdm/SalarySchedule/Salary.aspx">http://www.calstate.edu/HRAAdm/SalarySchedule/Salary.aspx</a> (enter 2356 in the search box)
Hourly Lecture Rate	Enter the lecture rate (dollar amount) the employee is receiving according to the range you have designated (above in Range/Grade). This field is formatted to be displayed and print as \$00.00. Click on Range 1, 2, or 3 in the salary schedule linked above, to view the Hourly Rate of Pay.
Hourly Lab/ Activity Rate	Enter the lab or activity rate (dollar amount) the employee is receiving according to the range you have designated (above in Range/Grade). This field is formatted to be displayed and print as \$00.00. Click on Range 1, 2, or 3 in the salary schedule linked above, to view the Hourly Rate of Pay.
Signatures	Obtain signatures in this order: Dean, Provost/Designee (VPAA), then faculty. Return document to FAAF after all signatures have been obtained (FAAF will submit to payroll for processing).

### Timesheet Worksheet

<u>Field Name(s)</u>	<u>Field Completion Instructions</u>
<i>Name</i>	Last name, First Name of the employee who is being hired as the Short Term Substitute. This field should match exactly, the 'Name' field on the 'Appointment Form'.
<i>Empl ID</i>	This 9 digit Employee ID (e.g. 000012345) that has been assigned by the CMS system. If there is no existing value for this employee the value should be "NEW". This field should never be blank. This field should match exactly the 'Empl ID' field on the 'Appointment Form'.
<i>Dept ID</i>	This is the Department Identification code (D+5 digit number) e.g. D12345. This field should match exactly the 'Dept ID' field on the 'Appointment Form'.
<i>CMS Position #</i>	This is the 8 digit CMS position number. This field should match exactly the 'CMS position Number' field on the 'Appointment Form'.
<i>Job Code</i>	The job code (class code from salary schedule) for this type of appointment is always '2356' and should not be changed.
<i>SCO Unit</i>	This is the 3 digit State Controller's Office Unit Number (e.g. 215). This field should match exactly the 'SCO Unit' field on the 'Appointment Form'.
<i>Time Worked for</i>	Enter the pay period that the time was worked. Only one pay period per timesheet. The format for data entry in this field is Month/Year (e.g. December/2015)
<i>Lecture Days</i>	Enter the specific lecture days within the pay period the employee worked. The format for this field is Month/Day (e.g. 12/10, 12/17)
<i>Total Lecture Hours</i>	Enter the total lecture hours the employee worked. This should be the sum of all lecture hours the employee worked in the pay period (e.g. 6)
<i>Lab/Activity Days</i>	Enter the specific lab/activity days within the pay period the employee worked. The format for this field is Month/Day (e.g. 12/13, 12/20).

<i>Total Lab/Activity Hours</i>	Enter the total lab/activity hours the employee worked. This should be the sum of all lab/activity hours the employee worked in the pay period (e.g. 4)
<i>Hourly Lecturer Rate</i>	This is the lecture rate (dollar amount) the employee is receiving according to the range (grade) you have designated. This field is formatted to be displayed and print as \$00.00. Enter the same dollar amount in this field, that you entered in the 'Hourly Lecture Rate' field on the 'Appointment Form'.
<i>Hourly Lab/Activity Rate</i>	This is the lab or activity rate (dollar amount) the employee is receiving according to the range (grade) you have designated. This field is formatted to be displayed and print as \$00.00. Enter the same dollar amount in this field, that you entered in the 'Hourly Lab/Activity Rate' field on the 'Appointment Form'.
<i>Total Lecture Hours * Hourly Lecture Rate</i>	This field is calculated for you according to values entered in the Total Lecture Hours field and the Hourly Lecture Rate field.
<i>Total Lab/Activity Hours * Hourly Lab/Activity Rate</i>	This field is calculated for you according to values entered in the Total Lab/Activity Hours field and Hourly Lab/Activity Rate field.
<i>Pay Period Gross Earnings</i>	This field is calculated for you. This is the total gross amount the employee is being paid for the pay period.
<i>Signatures</i>	Obtain signatures in this order: Faculty, then Dean. Turn timesheet in to Payroll office, Kndl 220 (Zip 010).