



New Appointment Date: \_\_\_\_\_  Corrects Appt Form Dated: \_\_\_\_\_

**EMPLOYEE INFORMATION**

\_\_\_\_\_  NEW  
 Name of Substitute Empl ID (If none, click NEW)

\_\_\_\_\_ Campus Zip Dept ID  
 Department

Substituting for \_\_\_\_\_

Does this employee have another position on campus?  
 No  Yes  
 If yes, Dept \_\_\_\_\_  
 Timebase \_\_\_\_\_

**APPOINTMENT INFORMATION**

_____	_____	_____	_____	_____	_____	_____	_____
CMS Position Number	SCO Unit	Begin Date	End Date	Job Code	Range/Grade	Hourly Lecture Rate	Hourly Lab/Activity Rate
		(MM/DD/YYYY)	(MM/DD/YYYY)	2356	0		

**BY ACCEPTING THIS OFFER OF APPOINTMENT YOU CERTIFY YOU ARE LEGALLY AUTHORIZED TO BE EMPLOYED IN THE UNITED STATES FOR AT LEAST THE DURATION OF THIS APPOINTMENT.** If you not presently a legal, permanent resident of the United States, please note that CSUC does not pay for immigration process or attorney fees. CSUC will facilitate the process, but the responsibility to obtain and maintain appropriate work status belongs to the employee. CSUS will facilitate the process, but the responsibility to obtain and maintain appropriate work status belongs to the employee. Please contact the Office of International Education at 530-898-5415 as soon as possible for more information regarding obtaining work authorization. Should you accept this offer, prior to your first day of employment, YOU MUST present in person to the Human Resources Center (Kendall Hall, Room 220) proof of identity and eligibility to work in order to be placed on the payroll.

As an employee of the California State University, you are required to complete payroll and personnel documents in the HRSC, Kendall Hall, Room 220, (530) 898-6771, including the Oath of Allegiance, prior to beginning employment. Failure to do so will prevent completion of your appointment.

When all documentation is received in the Payroll Office, your pay will be issued by the State Controller's Office within ten (10) business days. Your substitute pay may be subject to retirement, social security/Medicare tax; and State and Federal tax.

The hourly rates above represent full payment for the services and include an allowance for preparation time and grading. The maximum appointment as a short term substitute is 20 consecutive calendar days.

A time sheet must be signed by you and submitted to the Dean's office each pay period as designated by the campus calendar. Please contact the Dean's office at the end of the month to certify actual days and hours worked.

**RECOMMENDATION TO HIRE:** I hereby recommend the hiring of the above named person under the terms stated above.

\_\_\_\_\_  
 Dean Signature Date

**RECOMMENDATION TO HIRE:** I hereby recommend the hiring of the above named person under the terms stated above.

\_\_\_\_\_  
 Provost / Designee Date

All binding terms and onditions of this appointment are contained in this written offer in state regulations, systemwide trustee/cancellor directives, relevant collective bargaining agreements and CSU, Chico policies and procedures.

Please sign and return to the Dean's office indicating that you have read, understand and accept the conditions of this appointment.

Your early response to this offer is most appreciated. If your response is not received within twelve (12) days of the date of the Dean's signature, this offer is automatically withdrawn and void.

I have read, understand and accept the conditions of this appointment.

\_\_\_\_\_  
 Substitute Teaching Associate Signature Date