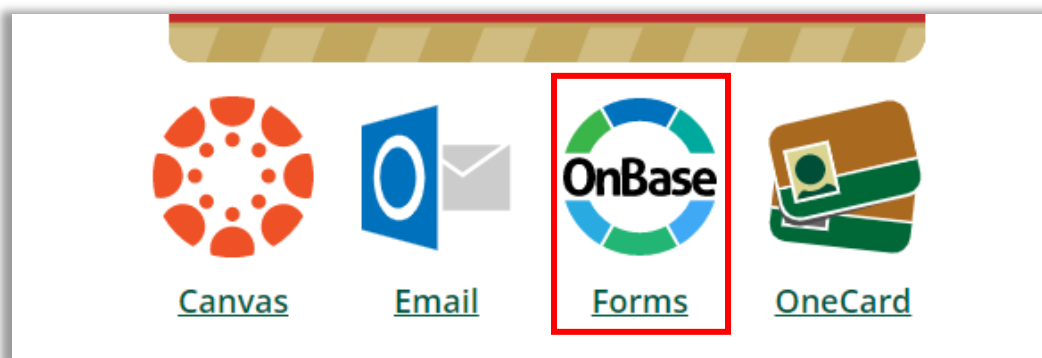# Employee Personnel Transaction Form

Faculty Additional Employment

Prior to completing the employee personnel transaction form (e-PTF) you will need to complete the 2403 or 2359/2361 calculator so that you know how many days to use, as well as the base pay and time base. This calculator can be found on [Faculty Advancement's Additional Employment website.](#) Instructions can be found in [Appendix A](#).

1. Navigate to MySacState at [my.csus.edu](#)

2. Select **OnBase Forms**:

3. From the forms page that opens, select **Employee Personnel Transaction Form**.

4. Follow the instructions in order below to complete the **EMPLOYEE INFORMATION** section.

EMPLOYEE INFORMATION

EmplID*
211570672

HR Form #

1. Type in the Employee ID and hit **TAB** on your keyboard (do not hit Enter). The information will autofill.

◉ REGULAR
○ POI
○ NO EMPLID

First Name
ANDREW

Middle Name

Last Name
MANTELL

Preferred First Name
ANDY

Preferred Middle Name

Preferred Last Name
MANTELL

College/Program ID
22200

2. If the work is being approved outside of their home college, enter the college/program ID of the college/program that is approving the work. This could also be the Division ID, VP Office ID, etc. – but NOT a department ID. This field drives which Quality Control the form is sent to.

Defaults to employee's home college/program. If necessary, edit t the college/program ID in which approvals for this t d take place.

3. Check Current Employee.

Employee Type*
○ New Temp
◉ Current Employee

Employment Status*
◉ Probationary
○ Temporary
○ Permanent

4. Check the appropriate status. For lecturers, check Temporary. For tenured/tenure-track faculty, grade 3 = Probationary, grade 4-5 = Permanent.

Personnel Transaction Categories
*
APPOINTMENTS ▼

*
FACULTY ADDITIONAL APPOINTMENT ▼

5. Select these transactions.

Explanation or Remarks
Please provide a detailed explanation for submitting the Personnel Transaction Form
*
Description of work/project/award/etc. Include total compensation amount.

6. Enter the description of work and total compensation.

Last Day physically worked (if applicable)

1. Click **Load Data** to populate the **Current/Unchanged Info** column.

2. In the window that opens, locate the faculty's primary job.

3. Scroll to the right and click **Select** on the primary job row.

4. The Current/Unchanged Info column is populated and is grayed out. It should not be necessary to make any modifications.

5. Select **Yes/No** as appropriate for the question **Does employee have subordinates?** in both columns.

6. Follow the instructions below for filling out the New Information column.

	CURRENT/UNCHANGE INFO **Does Employee have Subordinates?** ○ YES ○ NO	NEW INFORMATION **Does Employee have Subordinates?** ○ YES ○ NO
CMS Position # Load Data	00010665	
Working title	ASSISTANT PROFESSOR	
Effective Date	7/1/2019	10/04/2021
End Date		10/18/2021
Job Code	2360	2403
Job Code Description	Instr Fac AY	
CBID (Union Code)	e.g.: R03, R09 R03 ▼	e.g.: R03, R09* R03 ▼
Department ID	23400	23400
Department Description	CONSTRUCTION MANAGE	CONSTRUCTION MANAGE
Supervisor Position #	00010663	00010663
Supervisor Name	MIKAEL J ANDERSON	MIKAEL J ANDERSON
Grade	3	0
FLSA Status	EXEMPT	
Step	0	
Base Pay (Comp Rate)	7338.0000	6000
Time Base (FTE)	1.000000	.25
Salary (Monthly)	$7,338.00	1500
Salary (Hourly)	$42.33	
Pay Frequency (Mo/Daily/Hr)	Monthly ▼	Monthly ▼
CMS Fund Code	MDS01	MDS01
CMS Class Code		####
Full Time / Part Time Status	F	

1. Effective dates must correspond to the number of working days in the calculator.

2. Job code 2403 (if tenured/tenure-track or full-time lecturer). Use 2359 for part-time lecturers.

3. Must select R03 for faculty.

4. Enter the Dept ID and description where work is being paid from.

5. Enter the position # and name of whoever is supervising the additional appointment position.

6. Enter the base pay, time base, and salary (these numbers MUST correspond with the fields starred * on the calculator on page 7).

7. Pay frequency is Monthly.

8. Enter the fund code and class code.

7. Click **Attach** to attach supporting documents. The system will accept any type of file, but PDF is preferred. It is also preferred to combine multiple files into a single PDF prior to uploading, when possible. You will need to upload the calculator and any other supporting documents.
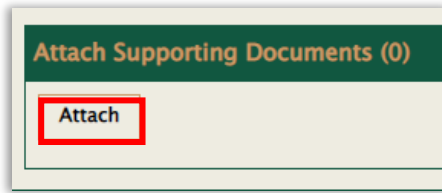
8. If you are a staff member (ASC) in the department and the form needs to go to the department chair, enter the SacLink ID of the department chair in the **SacLink ID of the next Approver** field. If it does not need to go to the chair, but should go straight to the college analyst (quality control), you can leave this field blank. If it needs to go somewhere else, or you are unsure, contact your OFA Analyst.

   If you are the college analyst who is also listed as your college's QC (quality control), you can only send the form to the dean. It is not possible at this time to send the form to both the department chair and the dean. Enter the dean's saclink ID in the **SacLink ID of the next Approver** field.

   View Appendix B to learn how to find a person's SacLink ID.

9. Check the box to verify the form is complete and click Submit. You will receive an email with an image of the PTF once it has gone through all levels of approval. If you need to know where it is in the workflow before it is completed, reach out to your OFA Analyst.

Appendix A: How to fill out the additional appointment calculator

The 2403 and 2359/2361 calculators can be found on the Faculty Advancement Additional Employment website. For assistance with the 2359/2361 calculator contact your OFA analyst.

Additional Appointment Calculator for Job Code 2403

Must be included with all Additional Appointment PTFs.

> Fill out all fields outlined in red.
>
> Follow the parameters next to each field.
>
> These fields will help you know what to enter on the PTF.

* `6,000` Base salary (whole number, between $4229 and $26,594 from 2403 salary scale effective 7/1/19)

* `0.25` Time Base (No more than .25 if during academic year)

* `1,500.00` Adjusted Monthly Salary

`22` Number of work days in the month (enter 21 or 22, based on Payroll Calendar on Payroll website)

`68.1818181818181819` Day rate

`11` Enter the number of days working (cannot be more than the number of work days in the month)

`750.00` Total Compensation

Instructions:

1. Use the payroll calendar from Payroll's website to determine whether the month has 21 or 22 workdays (be sure to check the 12-month days on the left side, not the AY days on the right side):

2. Edit the base salary, time base, and number of days working to come up with the desired total compensation.

Appendix B: How to Find SacLink ID

Open a blank email from Outlook and click the **To** button:
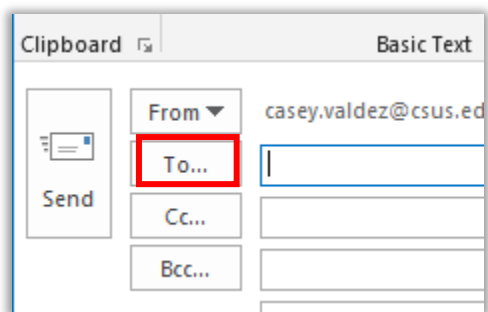
In the search bar, type in the name of the approver you are looking for. Scroll to the right and view the name under the **Alias** column.