

The following procedure is applicable to individuals classified as Faculty Special Consultants (Class Code 4660) only.

Step 1: Supporting Documentation

If the individual is new to SSU they must attach a current resume as supporting documentation that the individual is qualified to perform the work indicated.

Individuals hired as Faculty Special Consultants who are new to SSU or returning after a break in service of one year or more, must complete the sign-in process in Human Resources on or before the effective date of the Faculty Special Consultant Appointment. Work may not begin until sign-in process has been completed.

Step 2: Pre Authorization

Complete a **Pre Authorization for Faculty Special Consultant Appointment Form** & review the requirements on the form.

To ensure the integrity of the process and to avoid subjecting the University to liability, an individual shall not begin work until the **Pre Authorization for Faculty Special Consultant Appointment Form** has been approved by Faculty Affairs. The 'employee' and 'hiring department' will be responsible for filling out the **Pre Authorization for Faculty Special Consultant Appointment Form** before the services are performed. The form must be submitted to Faculty Affairs Email: facultyaffairs@sonoma.edu **10 days** prior to start of assignment.

Step 3: Faculty Special Consultant Appointment Changes

Once a **Pre Authorization for Faculty Special Consultant Appointment Form** has been approved, substantial changes in the assignment, any changes in the daily salary rate, or an increase in the total number of days authorized will require submission of a revised **Pre Authorization for Faculty Special Consultant Appointment** to Faculty Affairs.

Step 4: Payment of Faculty Special Consultants

Once the **Pre Authorization for Faculty Special Consultant Appointment** has been approved and a Pre-Authorization Reference Number has been provided for the document, submit the **Payment Voucher for Faculty Special Consultant Form** to Faculty Affairs before the 20th of each month or upon completion of the Special Consultant assignment, whichever occurs first. A separate **Payment Voucher for Faculty Special Consultant Forms** will be required by each pay period. If the employee wants their check mailed to them, they must submit a self-addressed, postage paid stamped envelope to payroll.

In the event the assignment described on the **Pre Authorization for Faculty Special Consultant Appointment Form** is not completed, the University reserves the right to cancel the appointment.

Keywords for Faculty Special Consultants Forms (4660)

- **Employee Name:** Enter employee name as it appears in PeopleSoft or on the employee's Social Security Card. No nicknames allowed even if it's their preferred name.
- **Employee ID:** Enter employee's PeopleSoft identification number.
- **Home Department Name:** Enter employee's home department name.
- **Home Department Number:** Enter employee's home department number. Must be compatible to the faculty home department name.
- **Pay Period:** Enter month and year in which work was performed.
- **Hiring Department Name:** Enter name of the hiring department.
- **Pre Authorization Number:** The Pre Authorization Number will be provided by a Faculty Affairs staff member, upon approval of your pre-authorization.
- **Hiring Department Number:** Enter 4-digit number of hiring department.
- **PeopleSoft Position Number:** Enter 8-digit Special Consultant position number. Special Consultant job code is 4660; enter the position number which corresponds with this job code.
- **Special Consultant Record Number:** Enter the record number of the employee's Special Consultant position associated with this voucher.
- **Home Department Payroll Unit Number:** Enter 3-digit payroll unit number of the employee's "home" department.
- **Daily Rate:** Currently the minimum daily rate is \$91.00; the maximum is \$1,250.00.
- **Total Days Worked:** Make sure that the total FTEs does not exceed 125% workload.
- **Total Payment:** The daily rate times the total days worked, will equal the total payment.
- **Distribution of Labor Cost:** Complete if using account other than department operating fund.
- **Review and Approval:** Make sure all required signatures are on the form (including the employee's signature) before sending it to Faculty Affairs. If any forms are submitted without the appropriate signatures it will be returned and not processed until the correct signatures are provided.