

Additional Employment

(April 16, 2026)



Topics to be covered

CSU Additional
Employment (AE)
Policy

Faculty AE

- Workload Tracker
- AY vs 12 Months

CSUSM Exempt Staff
AE

- 12 Months

CSUSM Non-Exempt
Staff AE

- 12 Months

CSU Additional Employment Policy

CSU policy limits AE to a maximum of 125% effort (1.25 FTE) across all CSU campuses and auxiliaries. This rule allows for an additional 25% (10 hours/week) of work and applies to all CSU and CSU auxiliary employment.



Written approval is required *prior* to beginning any AE.

CSU Classifications

Faculty	CSUSM Exempt Staff	CSUSM Non-Exempt Staff
Full-time or split appointments	Must be approved by Campus HR	If full-time, must be paid their CSU overtime pay rate, limited to 25% effort = 10 hours/week
Other AE for CSUSM, EL, Corp, or other CSU		Must be approved by Campus HR
Sabbatical		
FERPing		
Must be approved by MPP		

Additional Employment

What To Consider...

Timeline & What to Keep in Mind

(NOTE: Non-US Citizens working for CSUSM or another CSU campus via H-1B Visa cannot be paid through CSUSM Corporation Payroll.)

CSUSM Faculty & CSUSM Exempt Staff

- [Online AE EAF request](#) should be submitted at least 3 weeks prior to start date; (CSUSM Faculty Only) can be submitted at the same time as the Workload Tracker request.
- CSUSM Faculty Only: Workload Tracker required - Faculty Affairs is working on a more automated process for AE. In the meantime, Faculty Affairs is managing workload compliance for AE using the Workload Tracker (formerly AEDF).

Additional Employment

What To Consider...

Timeline (cont'd)

Other CSU Faculty

- For other CSU Faculty AE, ensure the other CSU Faculty is not paid via H-1B visa at their CSU campus. If so, Option 1 **must** be utilized.
- Option 1 (preferred): Other CSU Faculty's campus pays the AE through their campus' stateside payroll and then their campus would submit an invoice directly to CSUSM Corporation.
- Option 2 (if Option 1 is not available):
 - a) The [Online AE EAF request](#) should be submitted at least 3 weeks prior to start date.
 - b) The [Offer of AE at CSUSM form](#) must be completed and approved by the other CSU Faculty's MPP (Dean/Associate Dean) and emailed to Corporation HR, hrcorp@csusm.edu.
 - c) Corporation Payroll will need the CSU Faculty's current salary and time base for their primary position with their campus (e.g., a copy of their most recent paystub).

Additional Employment

What To Consider...

Timeline (cont'd)

- All AE must have prior authorization – this means fully approved EAF signed by the PD/PI and MPP and (for faculty) completed Workload Tracker
- Submit [online AE EAF request](#) at least 3 weeks prior to the desired start/effective date
 - ❖ Summer – late April
 - ❖ Fall semester – early August
 - ❖ Winter break – late November
 - ❖ Spring semester – early January
 - ❖ Spring break – late February

Additional Employment

What To Consider...

CSUSM Non-Exempt Staff

- A [Standard EAF](#) must be completed and submitted to hrcorp@csusm.edu at least 2 weeks prior to effective/start date.
- If full-time, must be paid a minimum of their CSU overtime pay rate, limited to 25% effort = 10 hours/week.
- Must be paid for all time worked.

ADP Timecards

CSU Faculty & Exempt Staff

- ADP timecards are submitted and approved on or just prior to the timecard deadline date by both the employee and their ADP supervisor (typically the PI/PD or Dean).
- Work hours do not need to be tracked or reported on the timecard as the AE is paid on a salary basis not an hourly basis.
- A NOTE will be added to the timecard indicating the effort %, or if multiple projects, the NOTE should include the project numbers and effort % for each project.

CSUSM Non-Exempt Staff

- ADP timecards are completed for each day worked for all hours worked and submitted and approved on the last day worked in the pay period. The ADP supervisor should approve no later than the timecard deadline date.

Helpful Hints and Info

WTU vs Time Base vs Effort %

Quick Calc/Cheat sheet info:

.75 WTU = .05 FTE = 5% effort
1 WTU = .066 FTE = 6.6% effort
3 WTU = .20 FTE = 20% effort
5 WTU = .33 FTE = 33% effort
9 WTU = .60 FTE = 60% effort
15 WTU = 1.0 FTE = 100% effort
18.75 = 1.25 FTE = 125% effort

Other info:

- Can work up to 100% effort on 1 project or up to 125% combined effort on 2 or more projects (as long as federally funded project work does not exceed combined 100% effort).

EXAMPLE:

AE EAF needed for CSUSM professor for \$2,000 gross wages (not including 9.3% benefits cost).

Here are the preferred steps:

- 1) Submit the [online Faculty/CSUSM Exempt Staff EAF Request](#).
- 2) Corp Payroll (Myca or Michelle) will confirm current CSUSM salary and time base and will calculate the effort % and provide it to Veronica Arias with Faculty Affairs.
- 3) Submit the request to Faculty Affairs for the Workload Tracker (don't have to wait for the AE EAF to be completed before submitting this).

Example Email:

Hello,

I am writing to request additional employment for the 2026 summer period listed below.

1. *First and Last Name (e.g., Joe Smith)*
2. *First Day to Last Day (e.g., 6/1/26-6/30/26)*
3. *Provide either the gross wages not including benefits or the effort % (e.g., \$1,500 gross wages)*
4. *State the reason for the AE (e.g., Teaching a one-unit course for the TRIO SSS program)*
5. *Project #8xxxx*

Provide any additional information that may affect the ability to work AE (e.g., I am also teaching a 3-unit course in June)

- 4) Once Corp calculates the effort % and provides it to Veronica Arias with Faculty Affairs the Workload Tracker will be completed by Veronica and provided to the requestor.
- 5) If the request submitted to Faculty Affairs provides the effort % (e.g., 25% effort) then Veronica should be able to complete the Workload Tracker as long as it matches what was submitted on the online AE EAF request and does not exceed the CSU Total Allowable Effort of 125% effort.

QUESTIONS?

