

## Special Consultant Hiring Checklist

- Determine appointment meets Special Consultant Criteria
- If the Special Consultant is a current CSU employee,
  - Ensure that the employee does not exceed the 125% employment limit/1.25 Total Time Base\*\*  
(Refer to the CSU Additional Employment Policy).
  - Ensure that all worked will be performed outside normal CSU work hours\*\*Please note: One day of work for a Special Consultant=8 hours=.20 time base
- If Special Consultant is a Rehired Annuitant, verify separation has been at least 6 months.  
(Note: Rehired Annuitants are limited to 960 hours per Fiscal Year = 120 full days per Fiscal Year)
- Obtain Faculty Affairs approval of Special Consultant appointments for any CSUSM Faculty (R03) to ensure they do not fall under a Faculty Classification.
- Ensure that the assigned daily compensation rate is within the current Special Consultant salary range  
(Refer to the CSU salary schedule for most up-to-date information).
- Complete a Special Consultant Appointment Form (SCAF), ensuring each section is accurately filled out and that the funding source is listed.
- Obtain appropriate signatures on the SCAF. There should be three wet signatures—the Dean/Director/MPP, the Vice President, and the Special Consultant.
- Submit the completed SCAF to Human Resources for review/approval prior to appointment start date, preferable 2 weeks prior.
- When applicable, ensure the Special Consultant completes the Sign In documents with Human Resources **on or prior to the first day** of their appointment. Please remind the Special Consultant to bring all necessary identification documents (Social Security card for state payroll system and acceptable document(s) of identification for I-9 form) to complete the sign-in process.

*Failure to complete the I-9 verification within 24 hours of hire is in violation of Department of Homeland Security regulations. Additionally, without a complete sign-in packet, Payroll is unable to process the Special Consultant's paycheck in a timely manner.*
- Ensure the Special Consultant will not begin the assignment until the approved SCAF is provided by Human Resources.
- Ensure that the Special Consultant submits timesheets that accurately reflect days worked within the approved date range on the SCAF and are submitted directly to Payroll.

**Please contact your Assigned Department HR Analyst with any Special Consultant questions – x4418**