

May 25, 2021

This document outlines the steps required to appoint Unit 03 employees using job code 2403. Failure to follow these steps may lead to a delay in processing or in a denial of requests as untimely.

1. The requestor initiates the *OAA – Faculty Additional Employment Request (2403)* workflow within Adobe Sign. The workflow is located in Adobe Sign via *Home > Start from Library > Workflows*.
2. Upon email notification by Adobe Sign of final approval by the Provost or Designee (at the time of this writing, Rafael Hernandez), staff from Academic Resources and Planning will separately provide details for the creation of a 2403 contract to the office of the Appropriate Administrator (or their delegate) so that a temporary faculty contract may be created for Payroll.
3. Within 7 days of receipt of details from Academic Resources and Planning, the 2403 contract is created within the Temporary Faculty Contracts module in PeopleSoft by the office of the Appropriate Administrator (or their delegate). If the office of the Appropriate Administrator (or their delegate) is unable to create a 2403 contract due to limitation of technical access or other extenuating circumstance, Academic Resources and Planning will create the contract as a stop-gap.
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