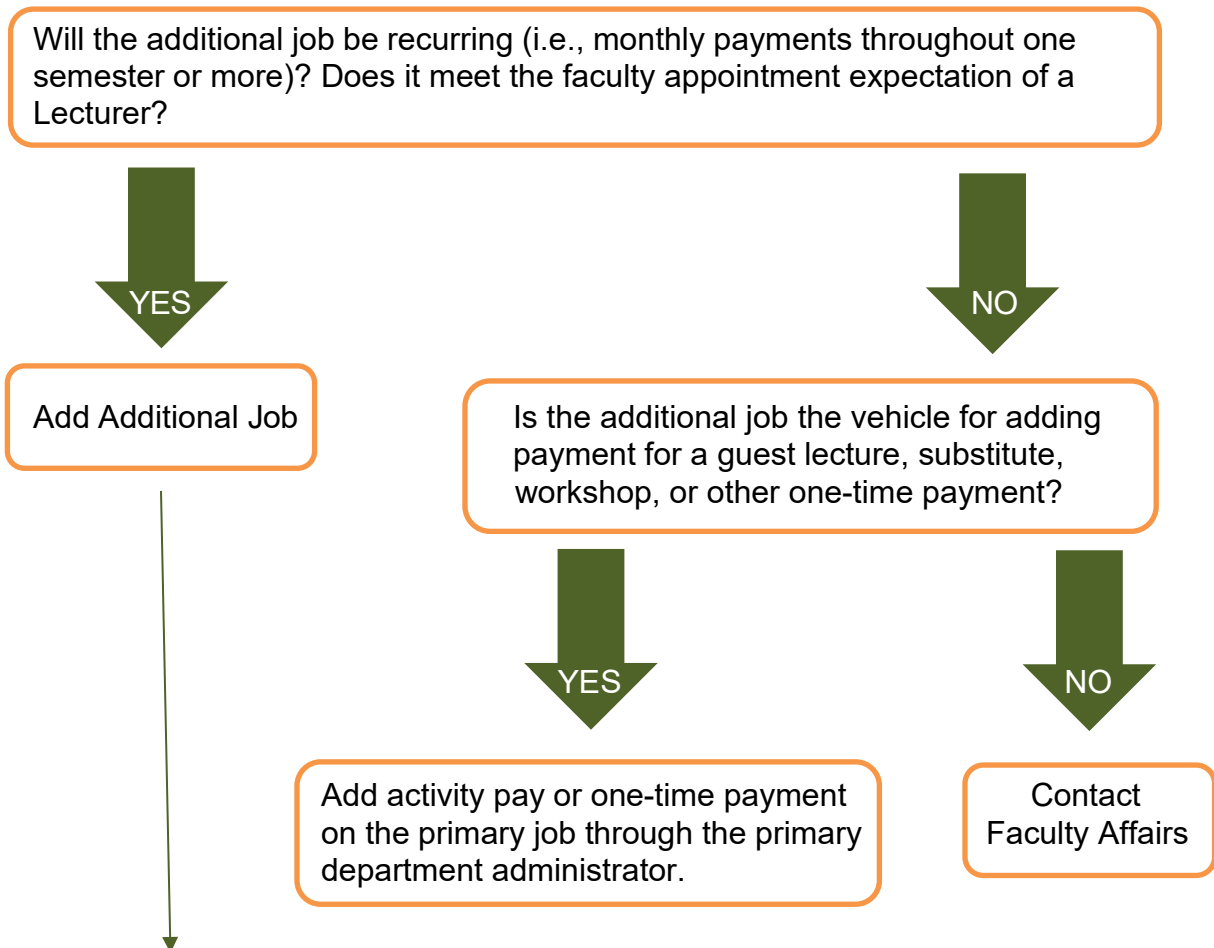




Additional Job Guide

A current employee (faculty/staff/administrator) will be taking on a faculty role in your department. This guide is intended to assist in determining if the HR BPI or HR Partner will add an **additional job** OR add **period activity pay on the primary job**, as well as outline the necessary requirements for approval.



Required documentation that must be attached to the Additional Job Business Process for approval by Central Faculty Affairs:

- ✓ CV & offer letter
- ✓ Primary job confirmation of credit hours/semester
 - Part-time Faculty cannot exceed **8** credit hours or equivalent/semester
- ✓ Primary job supervisor approval
- ✓ If employee's primary job is **not** Faculty, an official transcript is also required.
- ✓ Please attach all documents to the Add Additional Job BP prior to submission.