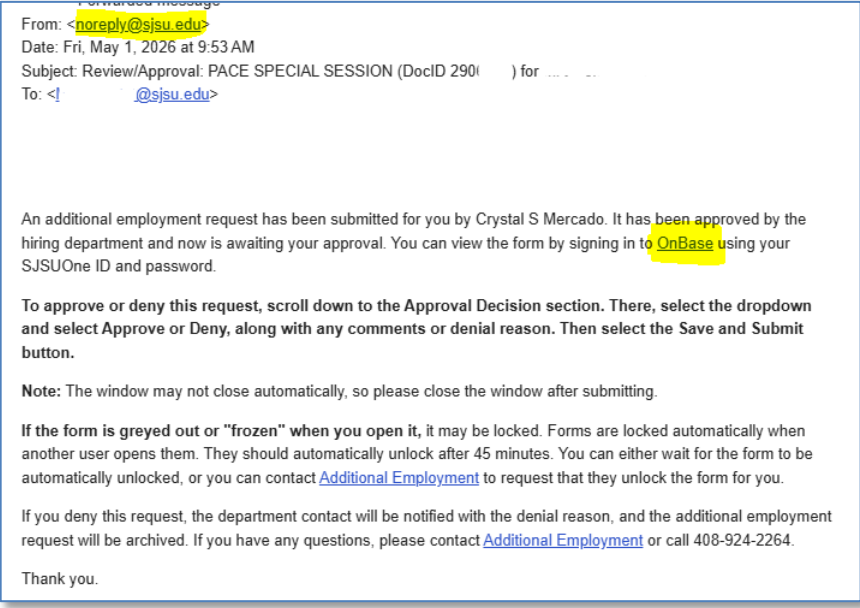
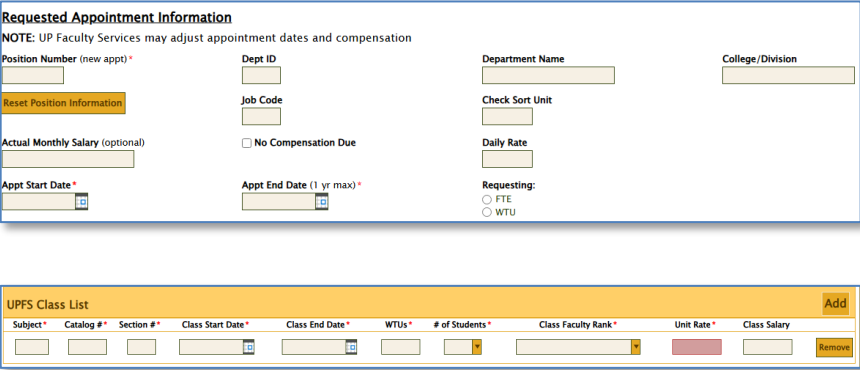
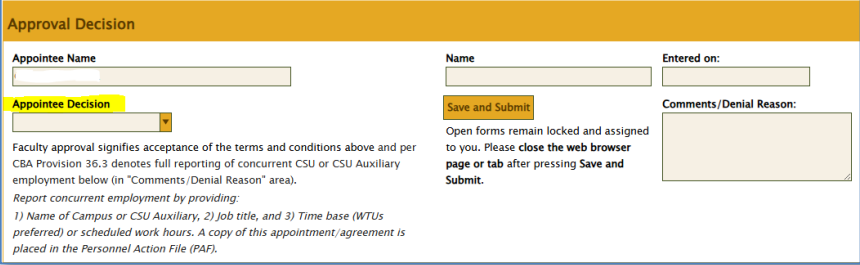


QuickTip: Appointee Approval of Additional Employment Appointment

In the approval process of an Additional Employment appointment, the faculty member must review and approve the appointment before it is officially submitted. The approval of the appointment is acceptance and confirmation of the work and payment that is detailed on the form. The form refers to the faculty member as the "Appointee".

<p>1. In the email from noreply@sjsu.edu, click on the OnBase link to be directed to the appointment form.</p>	 <p>From: <noreply@sjsu.edu> Date: Fri, May 1, 2026 at 9:53 AM Subject: Review/Approval: PACE SPECIAL SESSION (DocID 290...) for ... To: <@sjsu.edu></p> <p>An additional employment request has been submitted for you by Crystal S Mercado. It has been approved by the hiring department and now is awaiting your approval. You can view the form by signing in to OnBase using your SJSUOne ID and password.</p> <p>To approve or deny this request, scroll down to the Approval Decision section. There, select the dropdown and select Approve or Deny, along with any comments or denial reason. Then select the Save and Submit button.</p> <p>Note: The window may not close automatically, so please close the window after submitting.</p> <p>If the form is greyed out or "frozen" when you open it, it may be locked. Forms are locked automatically when another user opens them. They should automatically unlock after 45 minutes. You can either wait for the form to be automatically unlocked, or you can contact Additional Employment to request that they unlock the form for you.</p> <p>If you deny this request, the department contact will be notified with the denial reason, and the additional employment request will be archived. If you have any questions, please contact Additional Employment or call 408-924-2264.</p> <p>Thank you.</p>																				
<p>2. Review the appointment details on the form for accuracy.</p> <p>Appointment Information:</p> <ul style="list-style-type: none"> • Appointment Start Date • Appointment End Date • Requesting (FTE or WTU) <p>UPFS Class List:</p> <ul style="list-style-type: none"> • Class Salary (Total Compensation) 	 <p>Requested Appointment Information NOTE: UP Faculty Services may adjust appointment dates and compensation</p> <p>Position Number (new appt) * Dept ID Department Name College/Division <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Reset Position Information Job Code Check Sort Unit <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Actual Monthly Salary (optional) <input type="checkbox"/> No Compensation Due Daily Rate <input type="text"/> <input type="checkbox"/> <input type="text"/></p> <p>Appt Start Date * Appt End Date (1 yr max) * Requesting: <input type="text"/> <input type="text"/> <input type="radio"/> FTE <input type="radio"/> WTU</p> <p>UPFS Class List Add</p> <table border="1"> <thead> <tr> <th>Subject *</th> <th>Catalog # *</th> <th>Section # *</th> <th>Class Start Date *</th> <th>Class End Date *</th> <th>WTUs *</th> <th># of Students *</th> <th>Class Faculty Rank *</th> <th>Unit Rate *</th> <th>Class Salary</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Subject *	Catalog # *	Section # *	Class Start Date *	Class End Date *	WTUs *	# of Students *	Class Faculty Rank *	Unit Rate *	Class Salary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject *	Catalog # *	Section # *	Class Start Date *	Class End Date *	WTUs *	# of Students *	Class Faculty Rank *	Unit Rate *	Class Salary												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												
<p>3. In the Approval Decision section, update the "Appointee Decision" field to select Approve or Deny.</p>	 <p>Approval Decision</p> <p>Appointee Name <input type="text"/></p> <p>Appointee Decision <input type="text"/></p> <p>Faculty approval signifies acceptance of the terms and conditions above and per CBA Provision 36.3 denotes full reporting of concurrent CSU or CSU Auxiliary employment below (in "Comments/Denial Reason" area). Report concurrent employment by providing: 1) Name of Campus or CSU Auxiliary, 2) Job title, and 3) Time base (WTUs preferred) or scheduled work hours. A copy of this appointment/agreement is placed in the Personnel Action File (PAF).</p> <p>Name <input type="text"/> Entered on: <input type="text"/></p> <p>Save and Submit <input type="button"/> Open forms remain locked and assigned to you. Please close the web browser page or tab after pressing Save and Submit.</p> <p>Comments/Denial Reason: <input type="text"/></p>																				

4. If Deny is selected, the "Name" and "Entered on" fields will automatically populate.

You will be required to input a comment in the "Comments/Denial Reason." This will cancel the form. If you have questions, contact your department before making a selection.

Approval Decision

Appointee Name: [Redacted] Name: Crystal S Mercado Entered on: 04/30/2026 05:48:14 PM

Appointee Decision: Deny

Save and Submit

Comments/Denial Reason: [Redacted]

Open forms remain locked and assigned to you. Please close the web browser page or tab after pressing Save and Submit.

Faculty approval signifies acceptance of the terms and conditions above and per CBA Provision 36.3 denotes full reporting of concurrent CSU or CSU Auxiliary employment below (in "Comments/Denial Reason" area).

Report concurrent employment by providing:
 1) Name of Campus or CSU Auxiliary, 2) Job title, and 3) Time base (WTUs preferred) or scheduled work hours. A copy of this appointment/agreement is placed in the Personnel Action File (PAF).

5. If Approve is selected, the "Name" and "Entered on" fields will automatically populate.

You will be required to answer the question "Do you have any other concurrent appointments for the same appointment period listed above?" with Yes or No.

If "No" is selected, skip to step 12.

Approval Decision

Appointee Name: COLTON SAYLOR Name: Crystal S Mercado Entered on: 04/30/2026 05:48:14 PM

Appointee Decision: Approve

Save and Submit

Comments/Denial Reason: [Empty]

Open forms remain locked and assigned to you. Please close the web browser page or tab after pressing Save and Submit.

Faculty approval signifies acceptance of the terms and conditions above and per CBA Provision 36.3 denotes full reporting of concurrent CSU or CSU Auxiliary employment below (in "Comments/Denial Reason" area).

Report concurrent employment by providing:
 1) Name of Campus or CSU Auxiliary, 2) Job title, and 3) Time base (WTUs preferred) or scheduled work hours. A copy of this appointment/agreement is placed in the Personnel Action File (PAF).

Do you have any other concurrent appointments for the same appointment period listed above?
 Yes
 No

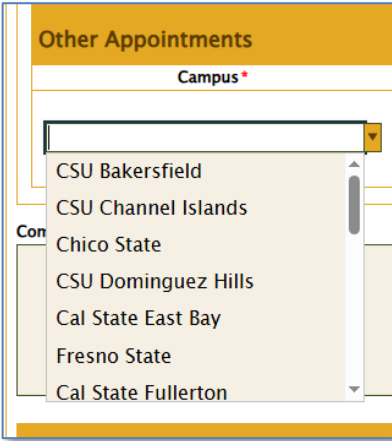
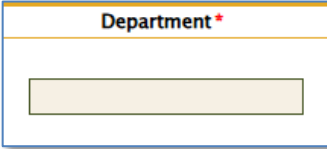
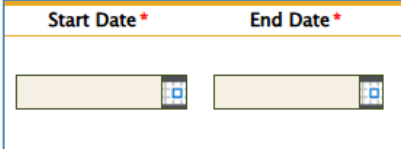
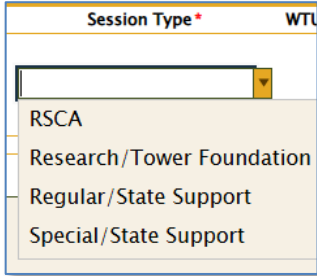
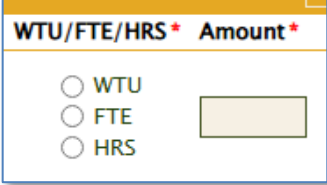
6. If "Yes" is selected as an answer to the question in step 5, you will be required to disclose all concurrent appointments (state-side, self-support, other CSU) that coincide with the new appointment that is being routed.

If you have multiple appointments, press the "Add" button to add another row. Fill out all of the information for the row.

Do you have any other concurrent appointments for the same appointment period listed above?
 Yes
 No

Campus *	Department *	Start Date *	End Date *	Session Type *	WTU/FTE/HRS *	Amount *	Add
[Dropdown]	[Text]	[Calendar]	[Calendar]	[Dropdown]	<input type="radio"/> WTU <input type="radio"/> FTE <input type="radio"/> HRS	[Text]	Remove



<p>7. Campus: Select the name of the campus of your appointment</p>	
<p>8. Department: Type in the name of the department</p>	
<p>9. Start and End Dates</p>	
<p>10. Session Type: Options are</p> <ul style="list-style-type: none"> • RSCA • Research/Tower Foundation • Regular/State Support • Special/Self Support 	
<p>11. WTU/FTE/HRS: Select the appropriate option for your appointment</p> <p>Amount: Enter a value that references the number of WTU/FTE/HRS for your appointment</p>	

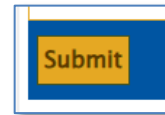
12. To submit your approval, press the "Save and Submit" button under the Name field. Or, scroll to the bottom of the page and press the "Submit" button.

Name
Crystal S Mercado

Entered on:
05/01/2026 09:03:32 AM

Save and Submit

Open forms remain locked and assigned to you.
Please **close the web browser page or tab** after pressing **Save and Submit**.



For the next steps of the process or information about compensation for Additional Employment appointments, please refer to the [Faculty Additional Employment website](#).