

San Jose State University Research Foundation

Faculty Appointment Form Instructions

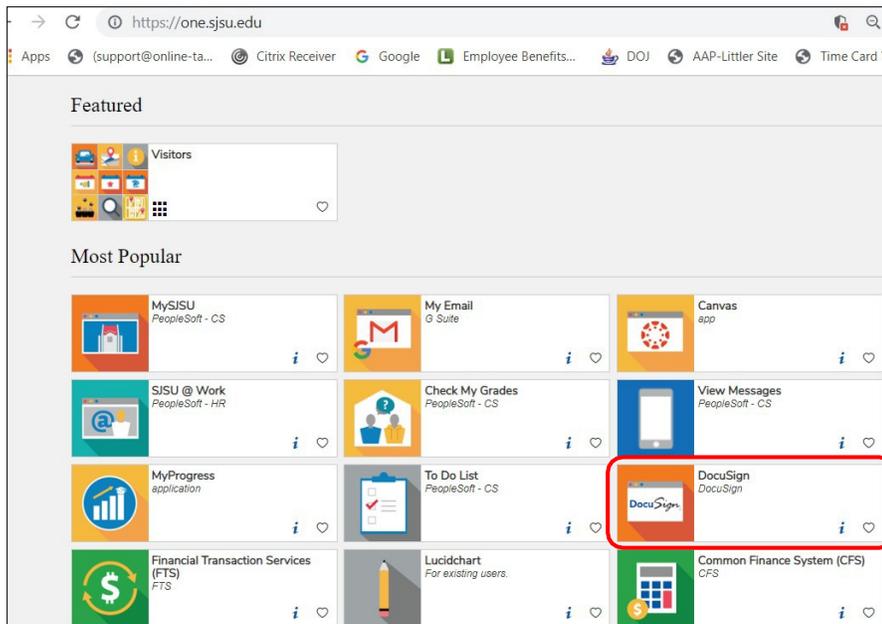
Please review the following instructions for completing the DocuSign template for the new Research Foundation Faculty Appointment Form:

Once a Principal Investigator/Project Director (PI) determines that he/she would like to hire a faculty member on his/her project, this form is initiated by the PI. This form is also used to change, add or make any other change in a faculty employee's employment with the Research Foundation. PI will need the following information before beginning to complete the form:

- Faculty employee's name and email address
- Faculty employee's home department chair name and email address
- Faculty employee's College Resource Analyst/Manager name and email address
- Faculty employee's Dean/Designee name and email address
- Faculty employee's SJSU hourly rate, number of total hours (estimate), begin and end date for assignment and the project account number. If PI does not know the hourly rate or account number, he/she can contact Post-Award Sponsored Programs manager to get this information.

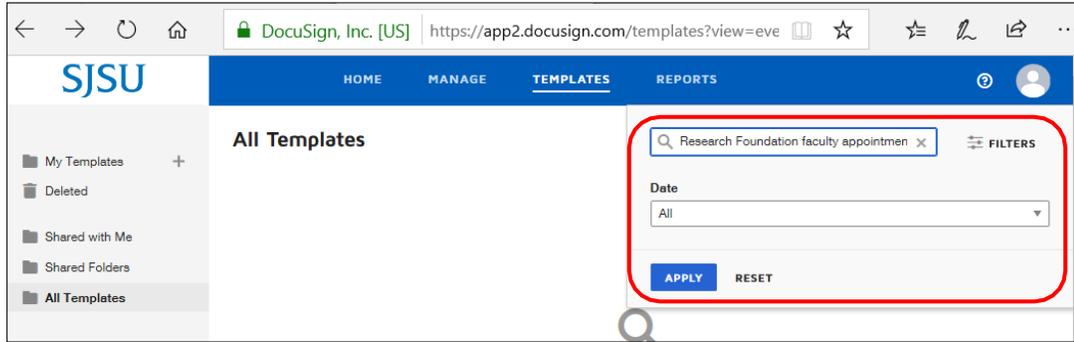
Once you have all of the above information, you can proceed to complete the form.

1. To access the DocuSign form log into [DocuSign](#) by going to [One.sjsu.edu](#).



2. Click **Templates** and search for **Research Foundation Faculty Appointment Form**





- The PI will complete the names and email addresses for PI (self), Employee, Faculty member's Home department chair, College Resource Analyst/Manager, and Faculty Member's College Dean/Designee.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

PI/Designee

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Employee

Name:

Email:

Faculty members Home Department Chair

Name:

Email:

College Resource Analyst/Manager

Name:

Email:

Faculty Members College Dean/Designee

Name:

Email:

BEGIN SIGNING

Must be PI or authorized account signer

- Once all the information is entered click on **Begin Signing**.

5. Read the Electronic Record and Signature Disclosure, check the **I agree** box and click on Continue.

6. Please read the statement on top and complete the sections in red. You will not be able to move forward unless you complete that information.

7. Once PI completes the information, PI will be prompted to sign the document. Once it is signed, the form will be routed to Post-Award Sponsored Programs manager (OSP manager) at the Research Foundation.
8. OSP manager will review the document to make sure that the project number and begin and end dates fall within the project date range.

- Once OSP manager has reviewed the information, employee will receive an email to complete his/her section and sign the document. Employee will complete the required information and sign.

San José State University Research Foundation Faculty Appointment Form												
Option 1 Add New Acct.					Option 2 Salary Action							
Faculty Last Name		Kaur		Faculty First Name		Ranjit		RFID	SJSU ID			
Address			City		State		Zip Code					
Phone		SJSU Email		Work Phone								
PI/Designee Name				Ranjit kaur		PI/Designee Email				ranjit.kaur@sjsu.edu		
U.S. Citizen/Permanent Resident			-- select --	Work Location		-- select --	Sensitive Position		No			
ANTICIPATED APPOINTMENT PERIOD (maximum one year appointment)												
Term		Fall		Year		20 19		Term		Year	20	
Dates		7/1/2019		-		7/30/2019		Dates		-		
# of Hours		40		Hourly Rate		\$ 50		# of Hours		Hourly		\$
Total Payment		\$ 2,000.00		Total Payment		\$ 0.00		Total Payment		\$ 0.00		
Term		Year		20		Term		Year		20		
Dates		-		Dates		-		Dates		-		
# of Hours		Hourly Rate		\$		# of Hours		Hourly		\$		
Total Payment		\$ 0.00		Total Payment		\$ 0.00		Total Payment		\$ 0.00		
Account Number		Percentage		EMPLOYMENT ALLOCATION (must be completed by UPFA only)								
1123452345		10 %		Type				Semester				
11657812121		5 %										
		% %		% % % %				% % % %				
		% %		% % % %				% % % %				
Total		15.00 %		% % % %				% % % %				
Comments UPFA				% % % %				% % % %				
				<u>Total Allocation of Time</u>				% % % %				
Comments PI/Designee		Please process asap		Authorization			Signature		Date			
				PI/Designee					5/31/2019			
				Employee					5/31/2019			

- Employee will also review the Terms and Conditions and initial them. Employee is required to abide by these terms and conditions.

Terms and Conditions
<p>Please initial each term noted below:</p> <p><input type="checkbox"/> New hires/rehires must complete the e-verify (electronic I-9) form within three business days of hire date. Because this is a compliance issue, we would not be able to pay for work that does not meet this criteria. Therefore, work performed which was not compliant with this process, and before formally completing new hire documentation, including the Appointment form, may need to be considered voluntary work.</p> <p><input type="checkbox"/> This Appointment form takes up to 10 business days to process. An employee is not authorized to begin work until HR approves this Appointment form. Start Date for this assignment will be adjusted accordingly (based on the HR approval date).</p> <p><input type="checkbox"/> The total appointment (including SJSU, RF, Tower Foundation and CPGE) for faculty should not exceed 125% on non-federal awards, and 100% on federal awards, at any given time, per CSU policy.</p> <p><input type="checkbox"/> Research Foundation's calculation of hours for overload is higher than UPFA due to inclusion of non-duty days.</p> <p><input type="checkbox"/> Research Foundation employees are not state employees. Research Foundation employees who work on research projects, workshops or programs funded by grants, contract or fees are considered temporary employees, if working for a fixed term not exceeding three years, intermittent, irregular time base, or on a limited term basis per Section 89900 (c) of the California State Education Code.</p> <p>Please contact HR for questions regarding working conditions and benefits or refer to the handbook, HR/PY packet. More information is also available at http://www.sjsu.edu/researchfoundation/.</p> <p>I agree to abide by the terms and conditions listed above and understand that non-compliance can result in non-payment.</p>

- Once employee is done, click on Finish button on top right hand corner.

12. The document will now go to Department Chair for signature.
13. Once Chair signs, the document is routed to College Resource Analyst/Manager for review.
14. Once Resource Analyst reviews, it goes to the College Dean for signatures.
15. The form then goes to University Personnel – Faculty Affairs (UP-FA) for approval. Please note that it may take up to 10 days for UP-FA to approve the appointment form.
16. Once UP-FA approves the appointment, the form will go to OSP manager for final review and approval based on the budget of the grant or contract.
17. Once approved by the manager, the form will be sent to Research Foundation Human Resources (RF-HR) for final approval.
18. Please note that the employee is not authorized to begin work until RF-HR approves the appointment form. All parties receive a copy once it is approved by RF-HR. If the begin date on the appointment form is before the approval date of RF-HR, RF-HR will adjust the begin date to the date RF-HR approved. Additionally, if the faculty member is a new hire or rehire, authorization to work (E-verify) must be completed before appointment form approved by RF-HR.