

Processing Temporary Paperwork for New Fiscal Year

The following guidelines will assist you in rolling over **temporarily** funded employees in your department. These guidelines pertain only to non-permanently funded employees (employees you did not include in CALSBud).

Goldenrod PAF/PCF Forms

These are distributed by CALS Admin in mid-May. **Do not** submit goldenrod forms or any other paperwork for temporarily funded salary employees until CALS Admin issues the line numbering memo. Once the memo is faxed to you in mid-June, you may begin submitting paperwork.

Wage Rollover Worksheets

These are available on ISW beginning May 5. Fax or send your completed and signed worksheets to CALS Admin by May 16.

If an employee on your wage rollover is pending temporary commitment approval from the College, indicate by a check mark on the rollover form that they are not continuing in the position. **Note:** when the College notifies you that we are ready to receive temporary commitment paperwork, please call CALS Admin **before** submitting the PAF/PCF and RBC, and at that time we will advise you which type of funding to use.

Affiliate/Associate Rollover Worksheets

These are available on ISW beginning May 5. Fax or send your completed and signed worksheets to CALS Admin by May 16.

Supplemental Compensation Forms

Do not submit supp comp forms on budgeted funding for FY 08/09 to CALS Admin until June 9. Supp comp on non-budgeted funding that spans fiscal years may be submitted to CALS at any time.

GTA/GTA Notice of Appointment Forms

Information on when and how to submit these forms will follow.

NOTE: Please **do not** send any other temporary paperwork for FY 08/09 to CALS Admin at this time. We will advise you when we are ready to receive the paperwork.