

Greetings, Academic Student Employees (ASEs)!

**Below are some common questions and answers to guide you through the process.**

**Q: Who needs to submit the Total Instructional Employment Disclosure form?**

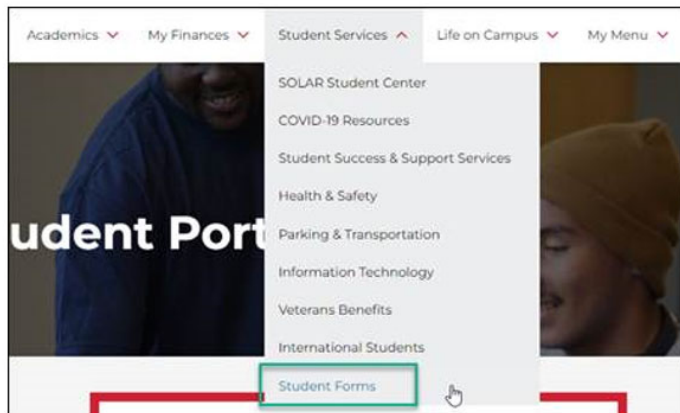
A: All faculty members and Academic Student Employees (TAs, GAs, and ISAs) with an active appointment at CSUN for the upcoming Spring 2024 semester.

**Q: When is the deadline to submit the form?**

A: The form is due **prior to the first day of instruction**, so we appreciate your filling out the form promptly!

**Q: How do I submit the form online?**

A: Log into the the [CSUN myNorthridge Portal](#) → select "Student Services Menu" → "Student Forms" link → then select "Total Instructional Employment" to open the form.



*(Your view may be slightly different)*

**Q: What information do I need to fill out on the form?**

A: List your workload and ASE appointment(s) for Spring 2024 at CSUN. Be sure to include your **hours per week**.

**Q: Who can help if I have questions about my work assignments?**

A: Contact your **Supervisor** for specifics on your units/hours.

**Q: What should I do after submitting the form?**

A: Check the email confirmation you receive to ensure all information entered is accurate.

**Q: Do I need to submit the form if I do NOT have an active ASE job appointment for Spring 2024?**

A: No, you only need to submit the form if you have an active job appointment.

**Q: What browser should I use to submit the form?**

A: Google Chrome is recommended. Make sure to [clear your cache](#) so the form loads correctly.

**Q: Help! The form is not showing up for me!**

A: Make sure you have been officially hired for your position for Spring 2024 and entered into PeopleSoft!

- Please check with your supervisor to **make sure you have been formally hired!** Your supervisor can confirm with HR that the hiring process has been completed.
- Then, please try accessing the form again using Google Chrome. (Make sure to [clear your cache](#) so the form loads correctly).

**Q: Who do I contact if I have questions?**

A: Contact Kimberly Posin in the Office of Faculty Affairs at [kimberly.posin@csun.edu](mailto:kimberly.posin@csun.edu).