From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Changes to Special Consultant Process Effective 9/1/25
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Attachments: ATT00001.txt



Partners in Campus Business Operations

Changes to Special Consultant Process Effective 9/1/25

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Sent on Behalf of: Office of Human Resources

Hello Campus Colleagues,

This message is to inform you that effective September 1, 2025, the daily pay rate option for Special Consultants (class code 4660) will be abolished, and all Special Consultants will be placed in class code 4662 with an accompanying hourly pay rate. To convert a previous daily rate to an hourly rate, please divide the daily rate by eight as the daily rates were based on an 8-hour workday.

Any daily rate Special Consultants with an active appointment beyond 9/1/25 will be administratively moved to an hourly rate appointment. HR will reach out to impacted departments to confirm these changes.

For reporting hourly Special Consultant time, Payroll Services will provide detailed instructions to those affected and update their website with the new guidelines for future hires in this classification. If you have any questions, please feel free to contact Payroll Services at **payroll@csusm.edu**.

The Special Consultant agreement form will be updated to remove the daily rate option effective September 1, 2025. You can find more information about the Special Consultant process and link to the agreement form here: **Special Consultant Employment | Human Resources | CSUSM**

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