Overview

The process to rehire (reappoint) Temporary Faculty, Teaching Associates, or Graduate Assistants is the same. The following steps need to occur in either the department or dean’s office depending on the college structure:

1. Enter contract data in PeopleSoft
2. Generate and Print the contract
3. Generate and print the Appointment Form
4. Obtain signatures and send to Faculty Affairs via your Dean’s Office.

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Complete the Contract Data pages
Enter contract data in the CSU Contract Data component of PeopleSoft.

1. From the Menu, click Workforce Administration.

2. Click CSU Temp Faculty.

3. Click CSU Contract Data.

The CSU Contract Data page displays.

4. Click Add a New Value.

Enter the following data:

- **EMPLID:** Enter the ID.
- **CSU Contract Number:** Leave as NEW.
- **Department:** Enter your 4 digit department #.

5. Click Add.
6. Enter information about the overall contract (top section).

Field Description:

- **Efft Date:** Override with the first date of the contract.

- **Contract Desc:** Enter a name for the contract. Include the Last Name, Dept Name and Term. Example: Proust_AY2005-06_CE

- **Entitlement:** only if your employee has entitlement. Enter in a three digit format. Example: .800

- **Contract Expected End Date:** Enter the last date of the Appointment.

- **Multi-Year End Date:** For Entitlement only enter the date of the last year of the entitlement.

- **Contract Type:** Use the lookup to select the appropriate type. If your employee has an entitlement, make sure to select a contract with Entitlement in it.
8. Enter data in the TF Contract Detail section (lower area).

Field Descriptions:

- **Enter the Position Nbr**: Use the magnifying lense to search for it if unknown.

9. Click **Tab**. Data about the position will populate. This example is a Temporary Faculty Lecturer. For TA or GA’s enter the correct TA or GA position number.

- **Term**: Enter term in a four digit format: 2054 = Fall 2005 or 2062 = Spring 2006.
- **Cycle**: Enter one digit number for the semester Fall = 4 Spring = 2, should populate.
- **Comp Rate**: Should default with the fulltime monthly rate of pay from Job Data.
- **Total WTU**: Enter the value that reflects the amount of weighted teaching units.
- **Comments**: Optional-Enter information about the hire. Prints on the appointment form.
- **Late Start**: Use only if the person is a Late Start or Early Termination – Enter L – Enter E for Early Term.
- **Number of Days Paid**: Use only if a late start or early term, count the number of academic working days they will work (see HR’s Academic Calendar). **Note: This will lower the pay.**

10. Click the **plus sign** to insert another semester if needed.

**Note**: This example is for an academic year appointment - Fall & Spring, an additional row must be inserted.
11. Repeat the same data entry as the first row.

12. Enter a different Total WTU if the Spring appointment is different.

12. Navigate to the TF Contract Total page.

The TF Contract Total page displays.

- **Letter Code**: Enter CN1.

13. Review all data for accuracy.

14. Click **Save** (lower left).
Generate and Print the Contract/Terms and Conditions
The contract will be generated and printed after creating it. At this step you will navigate to the Temp Fac Contract by Emplid, or the Contract for TA or the Contract for GA depending on the employee’s job.

1. From the Menu, click SJSU Human Resources.
2. Click Workforce Administration.
3. Click Temp Fac Contract by Emplid or Contract for TA or contract for GA.

The Find an Existing Value page displays.

4. Click Search.

5. Click a Run Control ID below.
6. Enter criteria:

- **TF Contract by Emplid**

- **EmplID**: Enter the empl id or use the magnifying lense to look up.

- **Contract Number**: Use the magnifying lense to look up.

- **Due Date**: Required for TA & GA, Optional Temp Fac

- **Dean’s Name**: Enter the Dean’s name or designee

*Note: TA & GA Contracts Supervisors Name & Phone must be entered.*

7. Click **Run**.
The Process Scheduler Request page displays.

8. Verify settings if you are running this for the first time, otherwise settings remain.
   - **Server Name**: PSUNIX
   - **Type**: Web
   - **Format**: PDF

9. Click **OK**.

   You are taken back to the prior page.

10. Click **Process Monitor**.

11. Click **Refresh** to update the Run Status.

12. When Run Status shows Success, Distribution Status Posted, click **Details**.
13. Click **View Log/Trace**.
14. Click the link that shows .PDF.

15. Verify the data.

**An Academic Year contract will generate two pages.**

**Note:** GA contracts will not display a Total Term Salary.
Generate and Print the Temporary Faculty Appointment Form
The next step is to generate and print the Appointment Form. The form will be used to communicate the rehire data to Human Resources. Human Resources will perform the rehire process.

1. From the Menu, click SJSU Human Resources.

2. Click Workforce Administration.

3. Click TF/TA/GA/Appt-Revision Form.

The Temp Fac Appt-Revision Form Find an Existing Value page displays.

4. Click Search.

5. Select a Run Control.

Temp Fac Appt-Revision Form
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Search Results

<table>
<thead>
<tr>
<th>Run Control ID</th>
<th>Language Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001330</td>
<td>English</td>
</tr>
<tr>
<td>000020</td>
<td>English</td>
</tr>
</tbody>
</table>
The parameters page displays.

Note: Data entered in the fields will print on the appointment form (see instructions below).

6. Enter the data to generate and populate data on the appointment form:
   - **EmplID:** Enter the employee id, use the lookup if you do not have it
   - **Contract Number:** Use the lookup button to find the contract you need
   - **New Appointment Form:** Click the radio button to the left of it
   - **Action Reason boxes:** REH REH
   - **Effective Date:** Use only if you have another action reason such as a funding change or other actions – This is not the effective date of the contract. The effective date of the contract will automatically populate from the contract.
   - **Action Reason boxes:** only used if you have another action taking place, typically for funding changes, such as splits. EDC FSC for funding changes.
   - **Initiating Official:** Enter the Initiating Official for your department. (Typically, the Chair of the dept.)
   - **Appointing Official:** Enter the Appointing Official for you department. (Typically an official in the Dean’s office.)
   - **Dept. Contact: Name & Ph:** Enter your name and phone number
   - **Funding Changes section:** Optional - Only used if appointment is being funded differently from the position setup. Please contact your Dean’s office for further information.
   - **Department:** Enter the department number funding the employee salary.
   - **Fund:** Enter the five digit fund number.
   - **Class:** Optional – enter the class number if being used.
   - **Project:** Optional – enter the Project number if being used.
   - **Percent:** Enter the percentage number being funded from the info provided.
   - **Efft Date & End Date:** Enter the dates the funding change will cover.

7. Repeat same data entry as above if this is a split between another fund and/or department.

8. Click Run.
The Process Scheduler Request page displays.

Field Description:
- **Server Name**: PSUNX
- **Type**: Web
- **Format**: PDF

9. Click **OK**.

You are taken back to the prior page.

10. Click **Process Monitor**.

11. Click **Refresh** to update the Run Status.

12. When Run Status shows Success AND Distribution Status shows Posted - Click **Details**.
12. Click **View Log/Trace**.

13. Click the link with **.PDF**.
The Appointment Form displays.

14. Verify the data.

15. Print the form.

16. Obtain signatures and forward to appropriate offices for eventual rehiring.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>E-mail/ID</th>
<th>Employee Name</th>
<th>Contract Number &amp; Description</th>
<th>Effective Date</th>
<th>Eff. Seq.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000000</td>
<td></td>
<td></td>
<td>0000000000000000000000000000</td>
<td>36-MAY-2004</td>
<td>000</td>
</tr>
</tbody>
</table>

Current Contract Data

<table>
<thead>
<tr>
<th>Term Year</th>
<th>Cycle Position #</th>
<th>Department Id/Name</th>
<th>Job Code</th>
<th>Working Title</th>
<th>Grade</th>
<th>Comp Rate</th>
<th>Actual Comp</th>
<th>W/E Month</th>
<th>FTE</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>1</td>
<td>Civil &amp; Environ Engineering</td>
<td>2018</td>
<td>Lecturer A-Y-B</td>
<td>335/3</td>
<td>3500.00</td>
<td>7500.00</td>
<td>6/23</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>2</td>
<td>Civil &amp; Environ Engineering</td>
<td>2338</td>
<td>Lecturer A-Y-B</td>
<td>335/3</td>
<td>3500.00</td>
<td>7500.00</td>
<td>6/23</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Job History

<table>
<thead>
<tr>
<th>Date</th>
<th>Position</th>
<th>Action Reason History</th>
<th>Working Title</th>
<th>Dept NAme</th>
<th>Grade</th>
<th>Comp Rate</th>
<th>Actual Comp</th>
<th>W/E Month</th>
<th>FTE</th>
<th>Cog. Aut.</th>
<th>Cog. FTE</th>
<th>Comp Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/23/05</td>
<td>New Appointment</td>
<td></td>
<td>Lecturer A-Y-B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Comments (i.e., special compensation instructions)

<table>
<thead>
<tr>
<th>Dept</th>
<th>Fund</th>
<th>Class</th>
<th>PEP</th>
<th>FTE</th>
<th>O/E</th>
<th>H/D</th>
<th>Dept Name</th>
<th>Comment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcello Robles</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointing Official</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>