

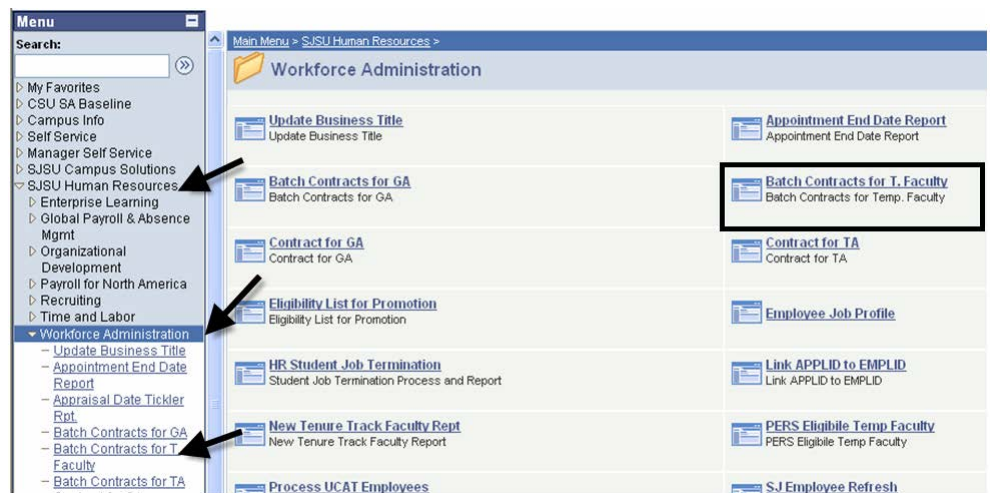
Overview

This business process guide demonstrates how to generate and print the temporary faculty contracts in a batch process. Use this process if you want to print multiple contracts for different individuals in a single batch process. The contract data that exists in the system for the temporary faculty will appear on the **Contract Appointment** letter/**Terms and Conditions** page.

Note: The contracts must exist in the system before you can run this process.

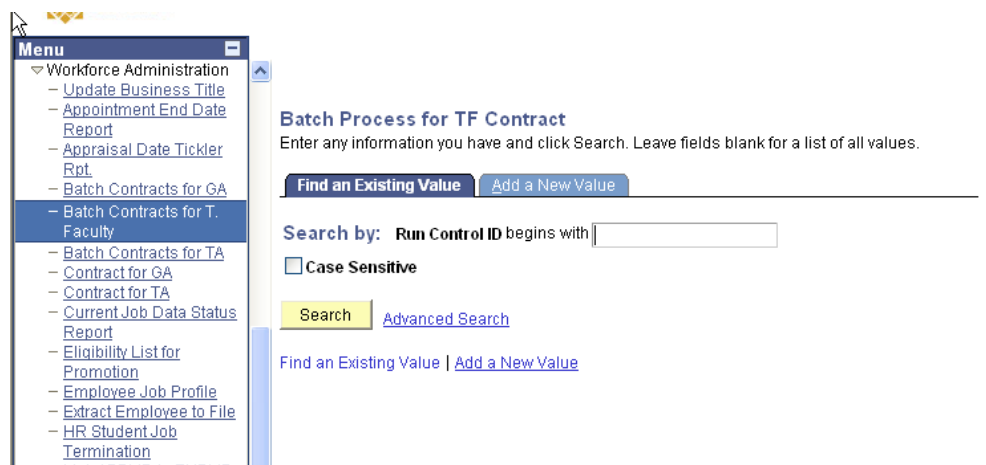
Log in to SJSU@Work: The Workforce Administration page displays.

1. From the **Main Menu**, navigate to **SJSU Human Resources > Workforce Administration**.
2. Click **Batch Contracts for T. Faculty**.



The Batch Process for TF Contract search page displays.

3. Click the **Search** button.



The Batch Process for TF Contract search results display.

4. Select a **Run Control ID** by clicking the appropriate hyperlink.

Batch Process for TF Contract

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#)

[Advanced Search](#)

Search Results

View All First 1-9 of 9 Last

Run Control ID	Language Code
Attendance	English
BatchContractsTempFac	English
ExpenseAdjustment	English
RUNTIMESHEET	English
SYNAPTIS	English
StuTimeApprvlRep	English
TIMEADMIN	English

[Find an Existing Value](#) | [Add a New Value](#)

The TF Batch Contract page displays.

5. **Term:** Use the lookup button to search the appropriate term.
6. **Due Date:** (optional.) Enter due date.
7. **Dean's Name:** Enter your Dean's name.
8. Enter criteria to run by either EmplIDs or Dept:
 - **EmplID:** Enter the employee ID of the individuals for whom you want to run the contracts. Click the **Add [+]** button to insert additional EmplIDs, if needed.
 - **Dept:** Enter your department ID.

Note: If you run the batch process by DeptID, it will only print the new or unprinted contracts for that department. The process will not pickup any contracts that have been printed in the past. If you want to print any contracts that have been printed in the past, run the **Batch process by EmplID**.

9. Click the **Run** button.

TF Batch Contract

Run Control ID: BatchContractsTempFac [Report Manager](#) [Process Monitor](#) **Run**

Term: 2072 Due Date:

Dean's Name: Bruce Magid

OR Dept:

EmplID		
1 000006215	<input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2 000008555	<input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3 000007853	<input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
4 000020164	<input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>

use the + sign to add more boxes to add more EmplIDs

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Add** **Update/Display**

The Process Scheduler Request page displays.

10. Verify settings if you are running this for the first time. Otherwise, the settings remain:

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

11. Click the **OK** button.

Process Scheduler Request

User ID: _____ Run Control ID: BatchContractsTempFac

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Batch Contracts for T. Faculty	SJTF002	SQR Report	Web	PDF	Distribution

The TF Batch Contract page displays.

12. Click the **Process Monitor** hyperlink.

TF Batch Contract

Run Control ID: BatchContractsTempFac [Report Manager](#) [Process Monitor](#)

Process Instance: 219670

Term: Due Date:

Dean's Name:

EmpID			
1	<input type="text" value="000006215"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="000008555"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="000007853"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="000020164"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

OR Dept:

The Process List page displays.

13. Wait at least 15 seconds, and then click the **Refresh** button.
14. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**.
15. Click the **Details** link.

Process List Server List

View Process Request For

User ID: JSNOW Type: Last: 5 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	219671		SQR Report	SJTF002	TMISTRY	01/11/2007 9:51:49AM PST	Success	Posted	Details
<input type="checkbox"/>	219670		SQR Report	SJTF002	TMISTRY	01/11/2007 9:49:56AM PST	No Success	Posted	Details
<input type="checkbox"/>	219638		SQR Report	SJTF001	TMISTRY	01/10/2007 11:46:23AM PST	Success	Posted	Details
<input type="checkbox"/>	219637		SQR Report	SJTF001	TMISTRY	01/10/2007 11:44:27AM PST	Success	Posted	Details

The Process Detail page displays.

Click the View Log/Trace hyperlink.

Process Detail

Process

Instance: 219634 Type: SQR Report

Name: SJTF002 Description: Batch Contracts for T. Faculty

Run Status: Success Distribution Status: Posted

Run	Update Process
Run Control ID: Attendance	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 01/10/2007 10:55:21AM PST	Parameters Transfer
Run Anytime After: 01/10/2007 10:55:19AM PST	Message Log
Began Process At: 01/10/2007 10:55:42AM PST	Batch Timings
Ended Process At: 01/10/2007 10:55:53AM PST	View Log/Trace

The View Log/Trace page displays.

16. Click the PDF hyperlink.

View Log/Trace

Report		
Report ID: 733045	Process Instance: 219634	Message Log
Name: SJTF002	Process Type: SQR Report	
Run Status: Success		

Batch Contracts for T. Faculty

Distribution Details

Distribution Node: HSJTST	Expiration Date: 01/12/2007
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File List

Name	File Size (bytes)	Datetime Created
Message Log	1,561	01/10/2007 10:55:53.000000AM PST
sitf002_219634.PDF	7,932	01/10/2007 10:55:53.000000AM PST
Trace File	616	01/10/2007 10:55:53.000000AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	TMISTRY

[Return](#)

The Statement of Terms and Conditions of Employment PDF document displays.

17. Verify the data to make sure that it generated contracts for all the EmplIDs you entered in the criteria. Or, if you ran the process by DeptID, verify that it generated the contracts for all temporary faculty for the department that you expected.

Statement of Terms and Conditions of Employment
College of Business
San Jose State University

TO: Tom Hanks

Date: January 10, 2007

On the recommendation of the Department/School of Marketing and on behalf of the President, I am pleased to offer you a temporary appointment to the faculty of San Jose State University. The specific terms and conditions of this appointment are as follows:

Appointment Type	Appointment Period	Effective Dates	
Part-time: 0.20 (1/5)	Academic Year Appointment - Spring 2007	23-JAN-2007 to 29-MAY-2007	
Rank	Full-Time Base Salary	Actual Monthly Salary	Total Term Salary
Lecturer AY-C	\$4,435.00	\$887.00	\$5,322.00

For any appointment with a time fraction of 0.40 or greater in one or more semesters, contact Human Resources for information regarding benefits.

This appointment is governed by the appropriate rules of the University and by the rules and regulations of the Trustees of the California State University. (If the appointment is part-time, it is contingent upon sufficient budget and satisfactory enrollments in the department of your assignment. Should it become necessary to cancel course sections because of insufficient budget or enrollment, the University reserves the right to cancel or modify appointment of part-time faculty.)