



High Level Description	
Process	Rehire a Part-Time Temporary Faculty, TA, or GA
Module	Workforce Administration
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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.**



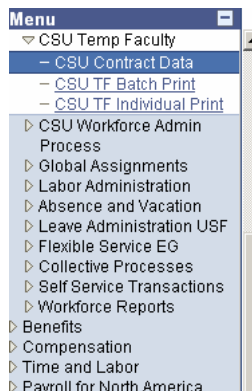
CSU Contract Data

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

A screenshot of the 'CSU Contract Data' search form. The 'Add a New Value' button is highlighted with an orange box. The form includes fields for 'EmpID', 'CSU Contract Number', 'Department', 'Contract Status', 'Description', 'Name', 'Last Name', and 'Second Name'. There are also checkboxes for 'Correct History' and 'Case Sensitive', and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Enter the following data:

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



CSU Contract Data

A screenshot of the 'CSU Contract Data' search form. The 'Add a New Value' button is highlighted with an orange box. The form has the following data entered: 'EmpID: 901099215', 'CSU Contract Number: NEW', and 'Department: 1006'. There are also buttons for 'Add', 'Find an Existing Value', and 'Add a New Value'.

The Contract Status/Content page displays.

[Contract Status/Content | TF Contract Total](#)

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

Field Description:

- **Eff 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).

The screenshot shows the 'TF Contract Detail' form with the following data populated:

'Position Nbr:	00001390	Lecturer AY-B	Bus. Unit:	SJ000	SJSU
Department:	1006	Civil & Environ Engineering	Job Code:	2358	Sal Plan/Grd: 335 / 3
Term:	2054	Cycle: 4	'Comp Rate:	3500.000000	
'Late Start?	N	Academic Days Paid:	Total WTU:	7.50000	
Comments:					

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.

The screenshot shows the 'TF Contract Detail' form with the following data populated:

'Position Nbr:			Bus. Unit:		
Department:	1006		Job Code:		Sal Plan/Grd: /
Term:		Cycle:	'Comp Rate:		
'Late Start?	N	Academic Days Paid:	Total WTU:	0.00000	
Comments:					

A mouse cursor is pointing to the plus sign button in the top right corner of the form.

11. Repeat the same data entry as the first row.
12. Enter a different Total WTU if the Spring appointment is different.

TF Contract Detail Find | View All First 2 of 2 Last

*Position Nbr: 00001390 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1006 Civil & Environ Engineering Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2062 Cycle: 2 *Comp Rate: 3500.000000

*Late Start? N Academic Days Paid: Total WTU: 7.5

Comments:

12. Navigate to the **TF Contract Total** page.

Contract Status/Content TF Contract Total

Rachel Proust Person ID: 001099216

Contract Status/Content View All 1 of 1

CSU Contract #: NEW DeptID: 1006

*Eff Date: 08/25/2005 Effective Sequence: 0 Contract Desc: PROUST_AY2005-06_CE

*Contract Status: Active Entitlement: .800 Contract Expected End Date: 05/30/2006

Reg Region: USA Multi-Year End Date: 05/30/2009

Contract Type: 014 12.29 Entitlement - Yr 1 of 3

Approved by: Approver 1 Approver 2 Approver 3

TF Contract Detail Find | View All First 2 of 2 Last

*Position Nbr: 00001390 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1006 Civil & Environ Engineering Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2062 Cycle: 2 *Comp Rate: 3500.000000

*Late Start? N Academic Days Paid: Total WTU: 7.50000

Comments:

Save Notify Add Include History Correct History

[Contract Status/Content | TF Contract Total](#)

The TF Contract Total page displays.

- Letter Code: Enter CN1.

13. Review all data for accuracy.

14. Click **Save** (lower left).

Contract Status/Content TF Contract Total

Rachel Proust Person ID: 901099215

Contract Data Find | View All First 1 of 1 Last

CSU Contract Number: NEW DeptID: 1006 Eff Date: 08/25/2005 Eff Seq: 0

Title	Dept	Dept Name	Job Ccd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd DtTm	Last Upd By
Lecturer AY-B	1006	Civil & Environ Engineering	2358	335	3	2054	3500.000000	0.500000	1/2	1750.000	10500.000	7.50000	<input checked="" type="checkbox"/>	CN1			HROSAS
Lecturer AY-B	1006	Civil & Environ Engineering	2358	335	3	2062	3500.000000	0.500000	1/2	1750.000	10500.000	7.50000	<input checked="" type="checkbox"/>	CN1			HROSAS

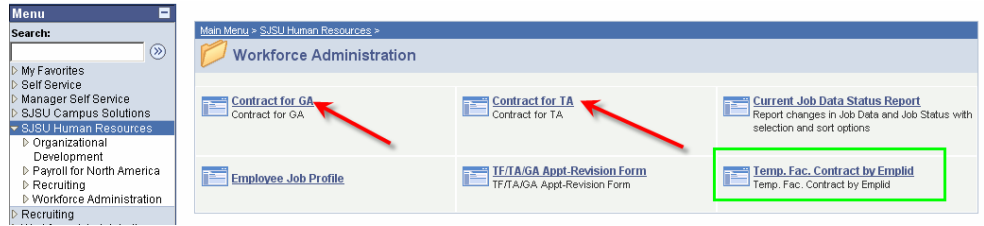
Save Notify Add Include History Correct History

[Contract Status/Content | TF Contract Total](#)

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**.

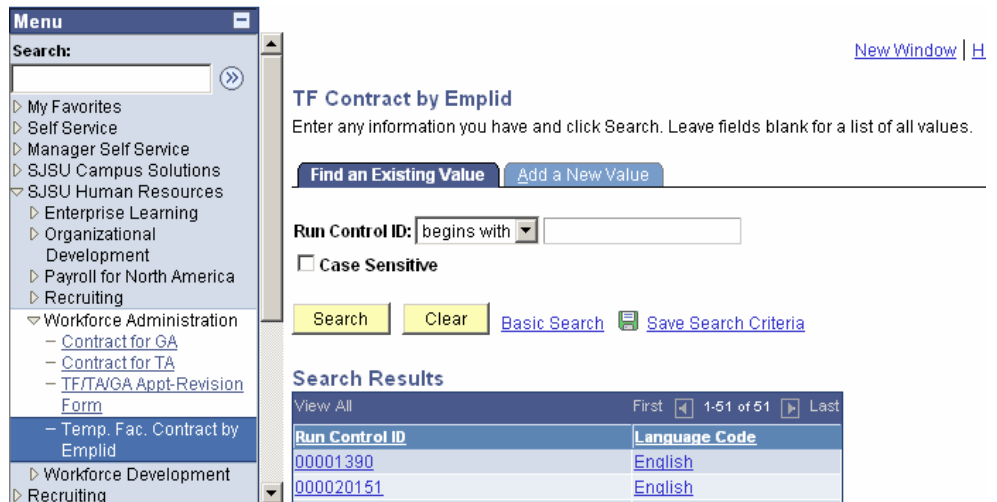


The Find an Existing Value page displays.

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**.

TF Contract by Emplid

Run Control ID: 00001390 [Report Manager](#) [Process Monitor](#) **Run**

'EmplID: 901099215 Rachel Proust

'Contract: PROUST_AY2005-06_CE

Due date: 01/09/2006

Dean's Name: Janice Joplin

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

TF Contract by Emplid

Run Control ID: 00001390 [Report Manager](#) [Process Monitor](#) **Run**

'EmplID: 901099215 Rachel Proust

'Contract: PROUST_AY2005-06_CE

Due date: 01/09/2006

Dean's Name: Janice Joplin

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

The Process Scheduler Request page displays.

8. Verify settings if you are running this for the first time, otherwise settings remain.

- **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, Distribution Status Posted, click **Details**.

Process Scheduler Request

User ID: HROSAS Run Control ID: 00001390

Server Name: Run Date: 04/24/2006
 Recurrence: Run Time: 11:38:05AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SJTF006	SJTF006	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

TF Contract by Emplid

Run Control ID: 00001390 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 6939

*EmplID: Rachel Proust

*Contract:

Due date:

Dean's Name:

Process List Server List

View Process Request For

User ID: Type: Last: 1 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"/>	6939		SQR Report	SJTF006	HROSAS	04/24/2006 11:38:05AM PDT	Success	Posted	Details

[Go back to TF Contract by Emplid](#)

13. Click **View Log/Trace**.

Process Detail

Process	
Instance: 6939	Type: SQR Report
Name: SJTF006	Description: SJTF006
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: 00001390	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 04/24/2006 11:39:22AM PDT	Parameters Transfer
Run Anytime After: 04/24/2006 11:38:05AM PDT	Message Log
Began Process At: 04/24/2006 11:39:31AM PDT	Batch Timings
Ended Process At: 04/24/2006 11:39:44AM PDT	View Log/Trace

OK Cancel

14. Click the link that shows **.PDF**.

View Log/Trace

Report

Report ID: 550174 Process Instance: 6939 [Message Log](#)
 Name: SJTF006 Process Type: SQR Report
 Run Status: Success

SJTF006

Distribution Details

Distribution Node: HSJTST Expiration Date: 04/26/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,865	04/24/2006 11:39:44.000000AM PDT
sjtf006_6939.PDF	5,663	04/24/2006 11:39:44.000000AM PDT
Trace File	2,802	04/24/2006 11:39:44.000000AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	HROSAS

[Return](#)

15. Verify the data.

An Academic Year contract will generate two pages.

Note: GA contracts will not display a Total Term Salary.

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

TO: Rachel Mickey Proust Date: April 24, 2006

On the recommendation of the Department/School of Civil & Environ Engineering 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: 0.50 (1/2)	12.29 Entitlement - Yr 1 of 3 - Fall 2005 .800 ENTITLEMENT	25-AUG-2005 to 21-DEC-2005	
Rank	Full-Time Base Salary	Actual Monthly Salary	Total Term Salary
Lecturer AY-B	\$3,500.00	\$1,750.00	\$10,500.00

For any appointment with a time fraction of 0.40 or greater in one or more semesters, contact Human Resources for information regarding benefits. Contract end date subject to changes in academic calendar.

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 enrollment.)

Generate and Print the Temporary Faculty Appointment Form

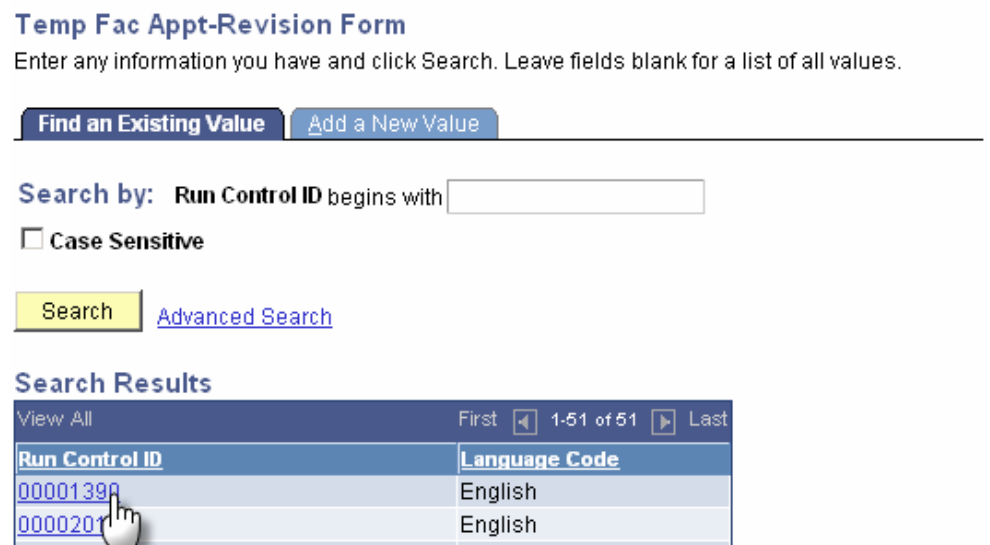
The next step is to generate and print the Appointment Form. The form will be used to communicate the rehire data to Human Resources. Human Resources will perform the rehire process.

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**.



The parameters page displays.

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

TF/TA/GA Appt-Revision Form

Run Control ID: 000020151 [Report Manager](#) [Process Monitor](#) [Run](#)

*EmpID: 901099215 Rachel Proust

*Contract Desc.: PROUST_AY2005-06_CE

Select a form

New Appointment Form Revision Form

Action REH Reason REH

Effective Date Action Reason

Initiating Official Marcella Robles

Appointing Official Gemma Marquez

Dept. Contact - Name & Ph. Harry Rosas 924.1562

Funding Changes

Department	Department Name	Fund	Class	Project	Percent	Efft Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

6. Enter the data to generate and populate data on the appointment form:

- **EmpID:** 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**.

Process Scheduler Request

User ID: HROSAS Run Control ID: 000020151

Server Name: PSUNX Run Date: 04/26/2006
 Recurrence: Run Time: 10:24:10AM [Reset to Current Date/Time](#)
 Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TF/TA/GA Appt-Revision Form	SJTF010	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

TF/TA/GA Appt-Revision Form

Run Control ID: 000020151 [Report Manager](#) [Process Monitor](#) [Run](#)
 Process Instance: 6966

EmpID: 901099215 Rachel Proust
 Contract Desc.: PROUST_AY2005-06_CE

Select a form
 New Appointment Form Revision Form

Action REH Reason REH
 Effective Date Action Reason

Initiating Official: Marcella Robles
 Appointing Official: Gemma Marquez
 Dept. Contact - Name & Ph.: Harry Rosas 924.1562

Department	Department Name	Fund	Class	Project	Percent	Eff Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Process List [Server List](#)

View Process Request For

User ID: HROSAS Type: Last: 3 Minutes [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"/>	6966		SQR Report	SJTF010	HROSAS	04/26/2006 10:24:10AM PDT	Success	Posted	Details

[Go back to Temp Fac Appt-Revision Form](#)



12. Click **View Log/Trace**.

Process Detail

Process	
Instance: 6966	Type: SQR Report
Name: SJTF010	Description: TF/TA/GA Appt-Revision Form
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: 000020151	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 04/26/2006 10:25:17AM PDT	Parameters Transfer
Run Anytime After: 04/26/2006 10:24:10AM PDT	Message Log
Began Process At: 04/26/2006 10:25:36AM PDT	Batch Timings
Ended Process At: 04/26/2006 10:25:46AM PDT	View Log/Trace

OK Cancel

13. Click the link with **.PDF**.

View Log/Trace

Report	
Report ID: 550199	Process Instance: 6966 Message Log
Name: SJTF010	Process Type: SQR Report
Run Status: Success	

TF/TA/GA Appt-Revision Form

Distribution Details	
Distribution Node: HSJTST	Expiration Date: 04/28/2006

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,814	04/26/2006 10:25:46.000000AM PDT
sjtf010_6966.PDF	4,075	04/26/2006 10:25:46.000000AM PDT
Trace File	162	04/26/2006 10:25:46.000000AM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	HROSAS

Return

The Appointment Form displays.

- 14. Verify the data.
- 15. Print the form.
- 16. Obtain signatures and forward to appropriate offices for eventual rehiring.

**San Jose State University
Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form**

Appointment Form Print Date 04/26/08
Submit Form to: Faculty Affairs
Questions? Contact Faculty Affairs at 924-2460

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
08/25/06	REH	REH			

Employee ID	Empl Rcd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
9 01099215	0	Rachel Proust	000007481 PROUST_AY2005-06_CE	25-AUG-2005	0
Contract Type	Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date	SSI Counter
014-12.29 Entitlement - Yr 1 of 3	30-MAY-2006	30-MAY-2009	.800	25-AUG-2005	0

Current Contract Data						Sal Plan /					
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2054	2005	4	00001390 / 1006 / Civil & Environ Engineering	2358	Lecturer AY-B	335 / 3	3500.00	1750.00	7.50000	0.50000	1/2
2062	2006	2	00001390 / 1006 / Civil & Environ Engineering	2358	Lecturer AY-B	335 / 3	3500.00	1750.00	7.50000	0.50000	1/2

Job History									
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate
08/25/05	00001390	Hire/Appointment	Lecturer AY-B	Civ/Env/Eng	0.900000	3,150.00	0.00	0.00	3,500.00

Comments: (i.e., special compensation instructions)	<u>Funding</u>	<u>Dept</u>	<u>Fund</u>	<u>Class</u>	<u>Proj</u>	<u>Pct</u>	<u>Effdt</u>	<u>End Date</u>	<u>Department Name</u>
	Current:	1006	10005			100.00	07/01/05		Civ/Env/Eng
	Change to								

Marcella Robles	Department Contact:	
Initiating Official	Signature	Date
Gemma Marquez	Name/Phone Harry Rosas 924.1562	
Appointing Official	Signature	Date
	FA Signoff/Date	
	HR Signoff/Date	