

Quick Reference Guide for Temporary Faculty Processing

Temporary Faculty/ Graduate Assistant/Teaching Associates Hire Types

- **New Hire** - The Action/Action Reason for this type is HIR/APT - Never held a job at SJSU before – These types of hires are now processed through CHRS Recruiting for the Offer Letter/Terms and Conditions. The Appt form must still be completed in PeopleSoft.
- **Rehire (no break in service)** - The Action/Action Reason for this type is DTA/APT - No POI entry - Continuing Employee from a previous semester
- **Rehire (break in service)** - The Action/Action Reason for this type is REH/REH – Add/Maintain POI dates for Temp Fac, not for GA/TA - Hire is coming back to SJSU from a break in time (not sequential)
- **Concurrent** - The Action/Action Reason for this type is HIR/CON - May need to add POI dates if the person was previously employed in a different dept - Hire may currently work or was previously employed in a different Dept. at SJSU. These types of hires are now processed through CHRS Recruiting for the Offer Letter/Terms and Conditions. The Appt form must still be completed in PeopleSoft.

Temporary Faculty/ Graduate Assistant/Teaching Associates Hire Process

- **If applicable, Perform a CSU ID search and/or enter Personal data and POI data** - Worker personal data
- **Enter Contract data** - Data about their position, semester term, and comp - Data in the Terms and Conditions and Appt form are based on this data entry.
- **Generate the Terms and Conditions** (sometimes known as the Contract) - Form showing the Details about their terms and conditions of employment - Employee and Dean signs this
- **Generate the Appointment form** - Form for Employee Support Services uses to enter the job data for the new hire into the system - This form is routed to ESS for input into system – Employee, Chair and Dean sign this

Appointment Action / Action Reason Matrix

Appointment Type	Action	Action Reason	POI
New Hire	HIR*	APT*	Y
Rehire (no break in service)	DTA	APT	N
Rehire (break in service)	REH	REH	Maintain
Concurrent	HIR*	CON*	Maintain
Revision (Same Eff start date)	PAY	TBC	N/A
Revision (Diff Eff start date)	PAY	TBC	N/A

- These types of hires are processed through CHRS Recruiting for the Offer Letter/Terms and Conditions. The Appt form is still completed/printed in PeopleSoft Contract Data.

Important Dates

Semester Beginning and End dates are posted on the Academic Calendar on this page yearly: http://www.sjsu.edu/provost/academic_affairs/resources/Academic_Calendars/ or on the UP website: <http://www.sjsu.edu/up/calendars/index.html> under the Academic Calendars section.

Current Academic year (2022/2023) dates:

Fall Semester: 8/17/2022 – 12/19/2022 Faculty Duty Days: 85
Spring Semester: 1/23/2023 – 5/26/2023 Faculty Duty Days: 85
AY Appointments: 8/17/2022-5/26/2023

Terms and Conditions Form Prompt Fields

Field Name	Description
Empl ID	Enter the Employee number or use the magnifying lens to look up.
Contract Number	Use the Lookup (magnifying glass) icon to search for contracts for the employee number entered.
Due Date	Enter Due Date.
Dean's Name	Enter the Dean's name or designee.

Appointment Form Prompt Fields

Field Name	Description
EmpIID	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 for the employee number entered.
New Appointment Form	Click the radio button to the left of it
Action Reason boxes	See chart above
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 – second set	Only used if you have another action taking place, typically for funding changes, such as splits. JED/FSC for funding changes.
Initiating Official	Enter the Initiating Official for you 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. 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. Make sure the total percentage is 100 percent.
Efft Date & End Date	Enter the dates the funding change will cover. Full Fall semester dates: September 1 (year) to April 1 (year) Example: September 1, 2016 to April 1, 2017 Full Spring semester dates: February 1 (year) to September 1 (year) Example: February 1, 2017 to September 1, 2017. Repeat same data entry as above if this is a split between another fund and/or department.

Contract Data Fields

Field Name	Description
Efft Date	Override with the first date of the contract.
Contract Desc	Enter a name for the contract. Include the Last Name, Term and Dept Name. Example: SMITH_F16_JMC
Contract Expected End Date	Enter the last date of the Appointment.
Contract Type	Use the Lookup to (magnifying glass) icon to select the appropriate type.
Position Nbr	Enter the position number to indicate if the temp faculty is a Lecturer A, Lecturer B, Lecturer C or Lecturer D
Term	Enter term in a four digit format: 2124 = Fall 2012 or 2132=Spring 2013. The format will always start with a 2. The next two digits are the last two digits of the year. 2154 is 12. The last digit is usually a 2 or 4. A 2 indicates spring semester; a 4 indicates the fall semester.
Cycle	Enter the one digit number for the semester Fall = 4 Spring = 2
Comp Rate	Enter the full time monthly rate of pay.
Total WTU	Enter the value that reflects the amount of weighted teaching units.
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 with late start or early term. Count the number of academic working days left for late start or count the number of academic days worked if early term. (See the Office of the Provost's Academic Calendar.) This will lower the pay.
Comments	Enter information about the hire. Prints on the appointment form.

Temporary Faculty Entitlement

The process to rehire an entitled Temporary Faculty is just like the normal rehiring process but the entitlement must be mentioned in the Contract data and Appointment Form.

We follow the same process to Rehire a Temp Fac with Entitlement:

- Start with Contract data, with additional data for the Entitlement
- Generate and Print the Terms and Conditions
- Generate and Print the Appt form
- Get signatures and route to Employee Support Services

The contract is where the difference is from the regular Rehire process. In the contract data for the employee. There will be 3 additional fields and add to the comments:

- Choose the correct Contract type for Entitlement (Year 1 of 3, Yr 2 of 3, or Yr 3 of 3).
- Enter the Entitlement depending on the WTU's as the 3 digit number (.xxx)
- Enter the Multiple Term End date will be adjusted from the Term End date as on Pg 84.
- Add to the Comments what the Entitlement is and the years in the cycle as well as the normal comments for a Rehire/Hire. These comments will print on the Appt form.

Contract Revisions

Revisions or Changes to existing contracts can be made by making changes to the Contract data.

For Contracts with same Effective date (most common), where Temp Fac/GA/TA needs to make a change to their time base (FTE up or down), or if there was a data entry error that needs correcting or something else needs changing, but the effective start date is the same.

- You will use correct history to override the existing data.
- After you have made your corrections, you will need to print a Temp Fac Contact/T&C revision form.
- Be sure to add to the Comments in the Contract Data that it is a Revision 1 or 2 and what was changed.
- Check the TF Contract Total tab to be sure the CN1 is entered for the Letter type so it will print.

For Revisions with different Effective dates:

- Find the Contract for the employee, and Add [+] sign once (upper level) at the Contract Status/Content area to insert a new effective dated row.
- Click the arrows by the 1 of 2 to view the Contract Status/Content. They are identical until the newest Effective Date is updated.
- Enter new Effective Date(s).
- On the new record, override any of the fields as necessary.
- In the TF Contract detail, indicate the revision # this represents and what revision was made
- Check the TF Contract detail tab to make sure everything looks good and enter a CN1 for Letter type so the T&C prints.

Early/Late Starts

Early or Late Starts will be entered as part of the Contract data. In the lower section of the Contract data there is a field for Late Start that defaults to N, but alternate values can be chosen for Early Term start or Late Start if the employee is taking over a class mid-term for a departing employee. This selection allows for contracts to be generated for employee starting the term late or early and getting the pay differential. The additional field of Academic Days paid will need to be entered for the difference to be calculated in pay.

Available Reports

Active Position List - The Active Position List is used to view the active positions, both filled and vacant, in a specified department. You will also see the funding associated with the position.

Navigation to this report is: Main Menu > SJSU Human Resources > Organizational Development > Active Position List

Current Job Status Report - The Current Job Status Report is used to view job data status of non-terminated/non-retired employees by department.

Why would you run this report?

- To view the status of all of your employees in PeopleSoft
- To confirm changes or updates you have submitted for employees
- To verify pertinent data about your employees in one report
- To view how your employees are setup for Payroll

Navigation to this report is: Main Menu > SJSU Human Resources > Workforce Administration > Current Job Data Status Report

Helpful Links

- PeopleSoft Support for Temp Faculty process: hr-info-systems@sjsu.edu
- Process and form questions: tempfaculty-ase-appointments@sjsu.edu
- Academic Calendars: http://www.sjsu.edu/provost/academic_affairs/resources/Academic_Calendars/
- Video Tutorials about the Temporary Faculty/GA/TA processing: <https://www.youtube.com/playlist?list=PLoxqbQzosClBh2ets7qrbLmiwW57IvK-2>
- Temp Faculty/GA/TA Process Guide: http://www.sjsu.edu/up/docs/TempFacManual_Rev1.2.pdf
- This Quick Reference Guide: <http://www.sjsu.edu/up/docs/QRG-Temporary-Faculty-Processing.pdf>