Process: Hire a TA or GA
Module: Workforce Administration

Overview

If the TA or GA you are hiring has never worked on campus it is considered a Hire. If they have worked on campus and they are new to your department it is called a Concurrent Hire. (Please see the Concurrent Hire guides.)

Follow these steps to perform the hire.

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

Perform a CSUID Search

1. **Navigate to CSU ID search**
   CSU ID Search
   Perform this search - If you do not know their employee id.
   Or if you need to see their job history. They will absolutely show up in the CSUID Search results.
   Retrieve an existing employee id if it exists in PeopleSoft
   Do a thorough search using partial names.
   Do a separate search using their SSN
   Students who attended several years ago are now in PeopleSoft with emplID's

2. **Verify whether they had a job at San Jose State or retrieve their student id. If they had a job, the Action reason on the appointment form will be HIR CON. All steps will be the same.**

Complete the Contract Data pages.

Create the contract in the CSU Contract Data component of PeopleSoft.

1. **Workforce Administration > CSU Temp Faculty > CSU Contract Data**
   Click the Add a New Value Link

   - **EmplID – Enter the Employee id/student id**
   - **CSU Contract Number – LEAVE AS NEW**
   - **Department - Enter the department number**

   Click Add

2. **The Contract Status/Content page**
   - **Eff Date – Override the date with the first date of the appointment**
   - **Contract Desc: Enter Last name, Term, and Department and if desired TA or GA at the end or beginning.**
     Example: WEISS_AY0405_BIO_TA or WEISS_FALL04_BIO
   - **Contract Expected End Date – Enter the last date of the appointment**
   - **Multi-Year End Date: Leave blank**
   - **Contract Type – Use the lookup to enter the appropriate type**
     e.g. 001 Academic Year, 006 Semester

- **Note pad icon** **Optional: Can be used to store notes as desired.** (Will not print on any forms or reports.)

3. **TF Contract Detail section** (lower part of page)
   - **Position Nbr - Enter the eight digit number –** tab out data will populate
   - **Term – Enter term in a four digit format: 2054 = Fall 2005 or 2062 = Spring 2006**
   - **Cycle – One digit should default – if missing please enter**
   - **Comp Rate - Enter the full time rate. Do not use cents.**
   - **Total WTU – Enter the number of WTU's**
   - **Comment – Optional: Enter hire info if desired.** Comments will print on the appointment form and revision form.
   - **Click the plus sign to the right if adding another semester and repeat data entry**

   Only for Late Start/Early Term:
   - **Late Start – use only if Late Start or Early Term– Enter L or E- this will lower the pay**
   - **Number of Days Paid – Use only if this is a late start or early term, count the number of academic working days left (see HR's Academic Calendar)**

4. **Navigate to the TF Contract Total page**
   - **Verify the data for the semester(s)**
   - **Letter Code – Enter CN1 in the semester(s)**

5. **Click SAVE.** (lower left corner**)**

Generate and Print the Contract/Terms and Conditions

The contract will be printed after creating it.

1. **Navigate to SJSU Human Resources > Workforce Administration > Contract for TA or Contract GA**
   The Find an Existing Value page displays
   - **Click Search to find an existing run control**

2. **Select a run control.**

3. **Enter the data to generate the contract**
   - **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**
   - **Due Date – Enter a due date – Required on TA & GA contract**
   - **Dean's Name – Enter the Dean's name or designee**
   - **Supervisor's Name & Phone – Enter your name and phone**

4. **Click the Run button**

5. **The Process Scheduler Request dialog page displays**

6. **Select the PSUNX server, Type of WEB and format of PDF**

7. **Click OK**

8. **The Contract parameters page displays again.**
Click Process Monitor.

9. **The Process Monitor page displays**
   - **Click Refresh - the contract is generated when the Run Status shows Success and Distribution Status is Posted.**
   - **Click Details to the right of Distribution Status of Posted**

10. **The Process Detail page displays**
    - **Click View Log/Trace (lower right)**

11. **The Report/Log Viewer page displays**
    - **Click the file which shows .PDF**
    - **Print the contract using the browser or Adobe Acrobat print button. Two pages will print for an Academic year appointment.**

Generate and Print the TF/GA/TA Appointment Form

The Appointment form will be used to communicate the hire data to Human Resoures. Human Resources will perform the hire process.

1. **Navigate to SJSU Human Resources > TF/TA/GA Appt-Revision Form**
The Find an Existing Value page displays
   - **Click Search to find an existing run control**

2. **Select a run control.**

3. **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 circle to the left of it**
   - **Action Reason boxes: HIR APT**
   - **Effective Date: Use only if you have another action reason such as a funding changes or other actions –** <u>This is not the effective date of the contract. The effective date of the contract will automatically populate from the contract.</u>
   - **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 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 - Only used if lecturer is being funded differently than the position is 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.** **Repeat same data entry as above if this is a split between another fund and/or department.**
4.	**Click the Run button**
5.	**The Process Scheduler Request dialog page displays**
6.	**Select the PSUNX server, Type of WEB format of PDF**
7.	**Click OK**
8.	**The Appt- Form parameters page displays again.** **Click Process Monitor.**
9.	**The Process Monitor page displays** ➢ **Click Refresh - the contract is generated when the Run Status shows Success and Distribution Status is Posted.** ➢ **Click Details to the right of Distribution Status of Posted**
10.	**The Process Detail page displays** ➢ **Click View Log/Trace (lower right)**
11.	**The Report/Log Viewer page displays** ➢ **Click the file which shows .PDF** ➢ **Print the contract using the browser or Adobe Acrobat print button.**
12.	➢ **Obtain signatures and forward to Faculty Affairs (via Dean's Office as applicable)**