

Overview

This business process guide demonstrates how to generate and print the TA or GA contracts in a batch process. Use this process if you want to print multiple contracts for different individuals in a single batch.

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

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Generate and Print the Teaching Associate Contracts Using the Batch Process

The contract data that exists in the system for the teaching associate will appear on the **Contract Appointment** letter/**Terms and Conditions** page. This section demonstrates how to generate and print the teaching associate contracts using the batch process.

Note: You can run the TA batch contracts only for those TAs who have the same Supervisor.

Log in to SJSU @ Work

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



The Batch Process for TA Contracts search page displays.

3. Click the **Search** button.

Batch Process for TA Contracts

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](#)

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

The Batch Process for TA Contracts search results display.

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

Batch Process for TA Contracts

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 1-10 of 10 Last

| Run Control ID | Language Code |
|---------------------------------------|---------------|
| Attendance | English |
| BatchContractsTA | English |
| BatchContractsTempFac | English |
| ExpenseAdjustment | English |
| RUNTIMESHEET | English |
| SYNAPTIS | English |
| StuTimeApprvlRep | English |

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.

The screenshot shows the 'TA Batch Contract' web application interface. At the top, there is a title bar 'TA Batch Contract' and a navigation bar with 'Run Control ID: BatchContractsTA', 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below the navigation bar, there are input fields for 'Term' (with value '2064' and a search icon), 'Due Date' (with a calendar icon), 'Dean's Name' (with value 'XYZ'), and 'Supervisor's Name & Phone' (with value 'John Smith 408-924-1000'). A table with columns 'EmplID', '+', and '-' is displayed, containing two rows: '1 003601794' and '2 003867137'. An arrow points to the '+' button in the first row. To the right of the table is a search field for 'Dept' with a search icon and the text 'OR Dept:'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

The Process Scheduler Request page displays.

10. Verify the 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: BatchContractsTA

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-----------------------|--------------|--------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | GA/TA Batch Contracts | SJTF001 | SQR Report | Web | PDF | Distribution |

The TA Batch Contract page displays.

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

TA Batch Contract

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

Term: Due Date:

Dean's Name:

Supervisor's Name & Phone:

OR Dept:

| EmpID | | |
|-------------|---|--|
| 1 003601794 | <input type="button" value="+"/> <input type="button" value="-"/> | |
| 2 003867137 | <input type="button" value="+"/> <input type="button" value="-"/> | |

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.

The screenshot shows the 'Process List' page with search filters and a table of process instances. An arrow points to the 'Details' link in the first row of the table.

View Process Request For

User ID: [] 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"/> | 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 |
| <input type="checkbox"/> | 219636 | | SQR Report | SJTF001 | TMISTRY | 01/10/2007 11:40:32AM PST | Success | Posted | Details |
| <input type="checkbox"/> | 219635 | | SQR Report | SJTF001 | TMISTRY | 01/10/2007 11:27:03AM PST | Success | Posted | Details |
| <input type="checkbox"/> | 219634 | | SQR Report | SJTF002 | TMISTRY | 01/10/2007 10:55:19AM PST | Success | Posted | Details |

The Process Detail page displays.

16. Click the **View Log/Trace** hyperlink.

The screenshot shows the 'Process Detail' page with various sections for process information, run details, and actions. The 'View Log/Trace' link is highlighted with a black box.

Process

Instance: 219638 Type: SQR Report
 Name: SJTF001 Description: GATA Batch Contracts
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: BatchContractsTA
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On: 01/10/2007 11:46:25AM PST
 Run Anytime After: 01/10/2007 11:46:23AM PST
 Began Process At: 01/10/2007 11:46:38AM PST
 Ended Process At: 01/10/2007 11:46:51AM PST

Actions

[Parameters](#) Transfer
[Message Log](#)
 Batch Timings
[View Log/Trace](#)

The View Log/Trace page displays.

17. Click the PDF hyperlink.

View Log/Trace

| | | |
|----------------------------|---------------------------------|-----------------------------|
| Report | | |
| Report ID: 733049 | Process Instance: 219638 | Message Log |
| Name: SJTF001 | Process Type: SQR Report | |
| Run Status: Success | | |

GATA Batch Contracts

Distribution Details

Distribution Node: HSJTST **Expiration Date:** 01/12/2007

File List

| Name | File Size (bytes) | Datetime Created |
|------------------------------------|-------------------|----------------------------------|
| Message Log | 1,573 | 01/10/2007 11:46:51.000000AM PST |
| sjtf001_219638.PDF | 6,227 | 01/10/2007 11:46:51.000000AM PST |
| Trace File | 418 | 01/10/2007 11:46:51.000000AM PST |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | TMISTRY |

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

18. Verify the data to make sure that it generated contracts for all the EmpIDs you entered in the criteria, or if you ran the process by DeptID, it generated the contracts for all TAs for that department with the same supervisor.

Statement of Terms and Conditions of Employment
College of Humanities & Arts
San Jose State University

TO: Tom Cruise Date: January 10, 2007

On the recommendation of the Department/School of Foreign Languages and on behalf of the Provost, I am pleased to offer you a temporary Teaching Associate appointment at San Jose State University. The position is covered by the CSU-UAW Agreement June 24, 2005 - September 30, 2008. For additional information from the UAW go to <http://www.uaw4123.org>. The specific terms and conditions of this appointment are as follows:

| Appointment Level/FTE | Appointment Period | Effective Dates |
|-----------------------|----------------------------------|----------------------------|
| Part-time: 0.33 (1/3) | Semester Appointment - Fall 2006 | 21-AUG-2006 to 20-DEC-2006 |
| Rank | Full Time Monthly Base | Total Term Salary |
| Teaching Associate | \$1,967.00 | \$3,934.02 |

Supervisor's Contact Name & Campus Phone: John Smith 408-924-1000
For any appointment as a Teaching Associate, with a time fraction of 0.50 or greater for more than 6 months, contact Human Resources for information regarding benefits at (408) 924-2250. To view the benefit summary sheet go to http://www.calstate.edu/Benefits/Summaries/2005_Teaching%20Associates.pdf. For additional information please refer to 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. For a Teaching Associate appointment of multiple academic terms, employment for the initial academic term shall not be conditioned upon budget or enrollment. Employment for subsequent academic terms shall be conditioned on budget and enrollment. Nothing herein prevents a campus, at its sole discretion, from offering an appointment for multiple academic terms whereby employment following the initial term is not conditioned upon budget or

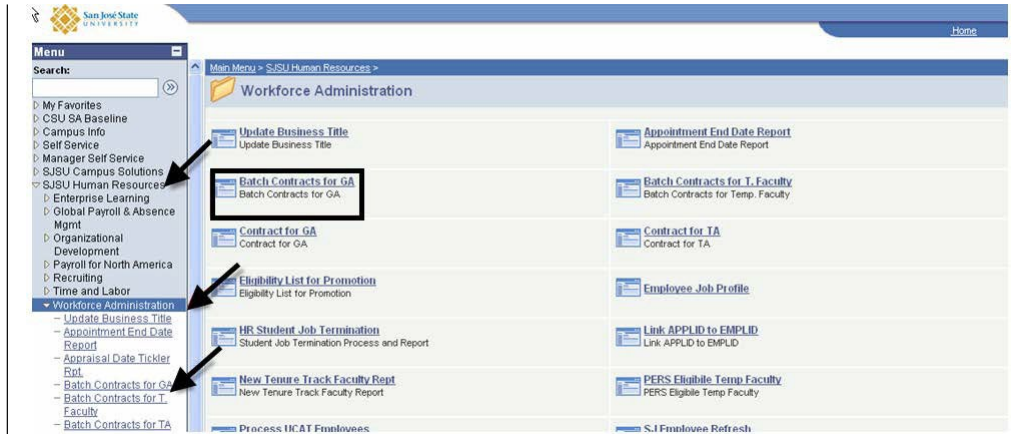
Generate and Print the Graduate Assistant Contracts Using the Batch Process

The contract data that exists in the system for the graduate assistant will appear on the **Contract Appointment** letter/**Terms and Conditions** page. This section demonstrates how to generate and print the graduate assistant contracts using the batch process.

Note: You can run the GA batch contracts only for those GAs who have the same Supervisor.

The Workforce Administration page displays.

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



The Batch Process for GA Contracts search page displays.

3. Click the **Search** button.

Batch Process for GA Contracts

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

[Advanced Search](#)

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

The Batch Process for GA Contracts search results display.

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

Batch Process for GA Contracts

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

| Run Control ID | Language Code |
|---------------------------------------|---------------|
| Attendance | English |
| BatchContractsGA | English |
| BatchContractsTA | English |
| BatchContractsTempFac | English |
| ExpenseAdjustment | English |
| RUNTIMESHEET | English |
| SYNAPTIS | English |
| StuTimeApprvlRep | English |
| TIMEADMIN | English |
| TMISTRY | English |
| report | English |

The GA 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.

The screenshot shows the 'GA Batch Contract' web application interface. At the top, there is a header with 'GA Batch Contract' and a 'Run' button. Below the header, the 'Run Control ID' is 'BatchContractsGA', and there are links for 'Report Manager' and 'Process Monitor'. The 'Process Instance' is '219672'. The main form contains several input fields: 'Term' with the value '2072', 'Due Date' (empty), 'Dean's Name' with the value 'Salma Hayek', and 'Supervisor's Name & Phone' with the value 'Sandra Bullock 408-924-0000'. Below these fields is a table with columns for 'EmplID' and 'Dept'. The 'EmplID' column has a search icon and a '+' button. The 'Dept' column has a search icon and a value of '1209'. An arrow points to the 'Dept' search icon. At the bottom of the form, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and '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: TMISTRY Run Control ID: BatchContractsGA

Server Name: PSUNX Run Date: 01/11/2007

Recurrence: Run Time: 10:41:10AM [Reset to Current Date/Time](#)

Time Zone:

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-----------------------|--------------|--------------|------|--------|------------------------------|
| <input checked="" type="checkbox"/> | GA/TA Batch Contracts | SJTF001 | SQR Report | Web | PDF | Distribution |

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

The GA Batch Contract page displays.

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

GA Batch Contract

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

Process Instance: 219672

Term: 2072 Due Date:

Dean's Name: Salma Hayek

Supervisor's Name & Phone: Sandra Bullock 408-924-0000

EmpID: OR Dept: 1209

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

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.

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 219673 | | SQR Report | SJTF001 | TMISTRY | 01/11/2007 10:41:10AM PST | Success | Posted | Details |
| <input type="checkbox"/> | 219672 | | SQR Report | SJTF001 | TMISTRY | 01/11/2007 10:27:19AM PST | Success | Posted | 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 |

The **Process Detail** page displays.

16. Click the **View Log/Trace** hyperlink.

Process

Instance: 219673 Type: SQR Report
 Name: SJTF001 Description: GATA Batch Contracts
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: BatchContractsGA
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On: 01/11/2007 10:42:16AM PST
 Run Anytime After: 01/11/2007 10:41:10AM PST
 Began Process At: 01/11/2007 10:42:29AM PST
 Ended Process At: 01/11/2007 10:42:41AM PST

Actions

[Parameters](#) Transfer
[Message Log](#)
 Batch Timings
[View Log/Trace](#)

The View Log/Trace page displays.

17. Click the PDF hyperlink.

View Log/Trace

| Report | | |
|-------------|---------|--|
| Report ID: | 733081 | Process Instance: 219674 Message Log |
| Name: | SJTF001 | Process Type: SQR Report |
| Run Status: | Success | |

GATA Batch Contracts

Distribution Details

| | | | |
|--------------------|--------|------------------|------------|
| Distribution Node: | HSJTST | Expiration Date: | 01/13/2007 |
|--------------------|--------|------------------|------------|

File List

| Name | File Size (bytes) | Datetime Created |
|------------------------------------|-------------------|----------------------------------|
| Message Log | 1,573 | 01/11/2007 10:50:00.000000AM PST |
| sjtf001_219674.PDF | 6,062 | 01/11/2007 10:50:00.000000AM PST |
| Trace File | 418 | 01/11/2007 10:50:00.000000AM PST |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | TMISTRY |

The Statement of Terms and Conditions of Employment page displays.

18. Verify the data to make sure that it generated all the new contracts for the GAs of that department with the same supervisor.

Statement of Terms and Conditions of Employment
 College of Humanities & Arts
 San Jose State University

TO: Angeline Jolie

Date: January 11, 2007

On the recommendation of the Department/School of Foreign Languages and on behalf of the Provost, I am pleased to offer you a temporary Graduate Assistant appointment at San Jose State University. The position is covered by the CSU-UAW Agreement June 24, 2005 - September 30, 2008. For additional information from the UAW go to <http://www.uaw4123.org>. The specific terms and conditions of this appointment are as follows:

| Appointment Level/FTE | Appointment Period | Effective Dates |
|-----------------------|------------------------------------|----------------------------|
| Part-time: 0.20 (1/5) | Semester Appointment - Spring 2007 | 23-JAN-2007 to 29-MAY-2007 |
| Rank | Full Time Monthly Base | |
| Graduate Assistant AY | \$10,000.00 | |

Supervisor's Contact Name & Campus Phone: John Snow 408-924-9999

For additional information please refer to the Academic Senate policy at <http://www2.sjsu.edu/senate/s00-7.htm> or contact the Office of Faculty Affairs at (408) 924-2450.

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. For a Graduate Assistant appointment of multiple academic terms, employment for the initial academic term shall not be conditioned upon budget or enrollment. Employment for subsequent academic terms shall be conditioned on budget and enrollment. Nothing herein prevents a campus, at its sole discretion, from offering an appointment for multiple academic terms whereby employment following the initial term is not conditioned upon budget or enrollment.

Where an appointment for an academic term is on a conditional basis, the University has the unfettered right to rescind