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Course Objectives

Part-Time Temporary Faculty, Graduate Assistants and Teaching Associates

This class will cover how to enter information for part-time temporary faculty members, graduate assistants, and teaching assistants. Once a final decision has been made on whom to hire, each department will create a Terms and Conditions form for that individual. Contract data will be entered into and generated from PeopleSoft.

Active Position List

The Active Position List is used to view active positions that are both filled and vacant. It also shows the account the position is paid from as well as the FTE and position number.

Current Job Data Status Report

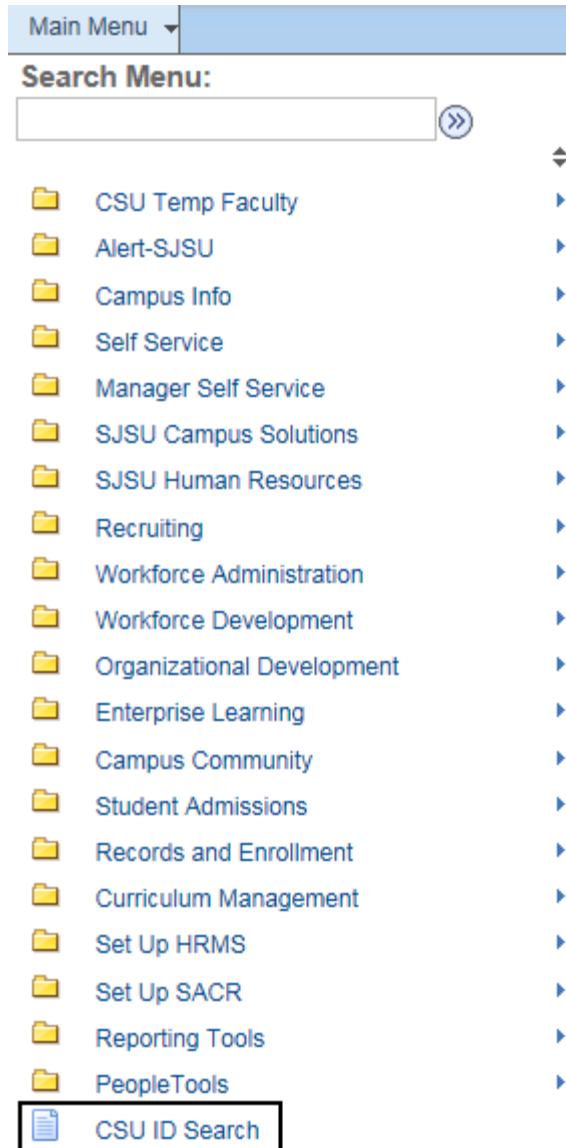
The Current Job Status Report is another extremely useful report, which displays the ever-changing FTE, WTU and Fraction of time for some of your Academic Staff. It is a snapshot of your department and allows you to view the status of the employees working in your department.

Chapter 1: CSU ID Search

This search helps users to find IDs for the new TF/GA/TA. Your faculty member should have been created in SJSU@Work during in the integration process with CHRS Recruiting.

1. Navigate to the CSU ID Search page: Main Menu > CSUID Search.

Note: Always perform this search.



The CSU ID Search page displays.

2. Enter the search criteria, and then click Search.

You can perform multiple searches:

- Name only
- Partial name
- SSN only

CSU ID Search

▼ CSU ID Search

Empl ID:

National ID:

Applicant ID:

First Name:

Last Name:

CSU ID Search

▼ CSU ID Search

Empl ID:

National ID:

Applicant ID:

First Name:

Last Name:

The Search Results display at the bottom of the page.

If there are no matches, it will display a blank row.

CSU ID Search

▼ CSU ID Search

Search
Reset

Empl ID:

National ID:

Applicant ID:

First Name:

Last Name:

Search
Reset

▼

	Detail	Name	Empl ID	Natl ID (Last 4)	Applicant ID	DOB (mm/dd)
1	Detail					

This example shows a result with data.

3. Scroll across to view the information. (See the following field descriptions table.)

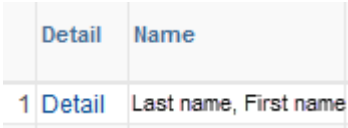
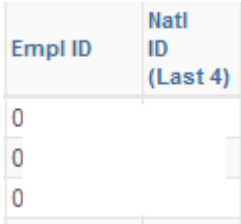

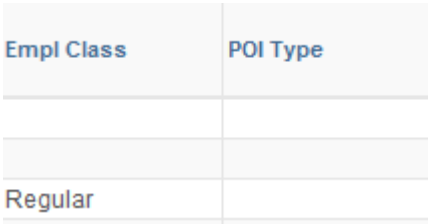
	Detail	Name	Empl ID	Natl ID (Last 4)	Applicant ID	DOB (mm/dd)	Org Rel
1	Detail	Last name, First name					Applicant
2	Detail						Applicant
3	Detail						Employee

4. Click the Reset button to clear the current search criteria and enter new information.

Reset

The CSU ID Search should be your first step when you have to add a new person to the system.

Field Description List: CSU ID Search Page (above)

Field Name	Description	Screenshot
Detail	Link will take you to the personal data of an employee, the applicant data of an applicant, or the bio/demo data of a student. This is a secure link, and not all users will have access to it.	
Empl ID	An employee ID number that is unique to San Jose State. This will display an ID if one exists. All students and employees will have an Empl ID	
Natl ID (Last 4)	These are the last four digits of a Social Security number.	
DOB (mm/dd)	Birth month and day.	
Org Rel	Organizational Relationship – this displays how the person is associated with the university. Example: Employee, Contingent Worker.	
Empl Class	The classification of the person will display. Regular, Student, Non-Employee, and so forth.	
POI Type	Person of Interest Type will display information such as Campus Solution Person (student), Future Hire, Emeritus Professor, SAL Student, and so forth. This row is for people who are not employees but needed to be in the database to generate an employee ID.	
HR Status	The status of the person will display as Active or Inactive.	

Field Name	Description	Screenshot								
Empl Rcd Nbr	This will display a different record number for each department the person works in.	<table border="1"> <thead> <tr> <th>HR Status</th> <th>Empl Rcd Nbr</th> </tr> </thead> <tbody> <tr> <td>Active</td> <td>0</td> </tr> </tbody> </table>	HR Status	Empl Rcd Nbr	Active	0				
HR Status	Empl Rcd Nbr									
Active	0									
Job Code	If the person is an employee, the job code of their position will display.	<table border="1"> <thead> <tr> <th>Job Code</th> <th>Job Code Descr</th> </tr> </thead> <tbody> <tr> <td>0000</td> <td>Admin Coordinator</td> </tr> </tbody> </table>	Job Code	Job Code Descr	0000	Admin Coordinator				
Job Code	Job Code Descr									
0000	Admin Coordinator									
Job Code Descr	The title of the job code displays if an employee.									
DeptID	The DeptID in which the person is employed will display, along with the Dept ID.	<table border="1"> <thead> <tr> <th>DeptID</th> <th>Dept ID Descr</th> </tr> </thead> <tbody> <tr> <td>1237</td> <td>Human Resources</td> </tr> </tbody> </table>	DeptID	Dept ID Descr	1237	Human Resources				
DeptID	Dept ID Descr									
1237	Human Resources									
Descr	For employees a department name will appear.									
Inst Descr	Institutional Description will display San Jose State if a student.	<table border="1"> <thead> <tr> <th>Inst Descr</th> <th>Academic Career</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Inst Descr	Academic Career						
Inst Descr	Academic Career									
Academic Career	Displays student career: <ul style="list-style-type: none"> • UGRD • POST • GRAD 									
Business Unit	Employees will display SJ000.	<table border="1"> <thead> <tr> <th>Business Unit</th> </tr> </thead> <tbody> <tr> <td>SJ000</td> </tr> </tbody> </table>	Business Unit	SJ000						
Business Unit										
SJ000										

Chapter 2a: Overview of Hire, Rehire and Add Concurrent Job Processes for Temporary Faculty, Teaching Associates or Graduate Assistants

When do you hire?

Use the Hire process for a new employee only, someone who is either not in PeopleSoft or, if in PeopleSoft, was not employed. (You will find students in the database with an ID but no job associated with them.) Hiring new employees is completed through CHRS recruiting.

When do you rehire?

Use the Rehire process to rehire an existing employee.

Use the Rehire process for returning employees who have had a break in service. Faculty with a break in service for more than 1 year should be rehired through CHRS Recruiting. A break in service would be someone who has an inactive row in their job data. They must have one job record as a temporary faculty member in your department. If they have a record in your department as any other type of employee, you will need to use the Add Concurrent Job process. If the employee exists in another department, you will need to use the Add Concurrent Job process as well.

When do you add a concurrent job?

Use the Add a Concurrent Job to hire someone for an additional job when they already have at least one employment record in the system. Add a Concurrent Job means you are hiring someone new in your department who already has a job record number in the database. The individual will have an employee ID and will currently hold or had previously held a job position in another department at SJSU. It will still be a Concurrent Hire process if the individual currently works or previously worked for your department and is now being hired into another (different) job position by your department. If they are brand new to your department, they should be hired through CHRS Recruiting.

Chapter 2b: Hire a New Temporary Faculty Member

The Hire process is used when the person has never held a position at San Jose State and does not have a SJSU ID number. The individual may have an employee ID or an applicant ID, but they do not show a job attached to their name in the CSU ID Search. They must be hired through CHRS Recruiting.

1. Enter the Contract Data.
2. Generate and print the Terms and Conditions form.
3. Generate and print the Appointment Form.
4. Obtain signatures and send to Employee Support Services via your Dean's Office.

Verify whether the person exists in the database.

1. Navigate to CSU ID Search: Main Menu > CSU ID Search.



CSU ID Search displays.

2. Do several searches using different criteria to verify if the person is already in the database.

In this example the first and last name is used. A second search would also be made using SSN/National ID.

3. Click the Search button.

The CSU ID Search page displays with empty boxes if this person is not in the database.

4. If the person is found in your search in the database, you can complete the contract data.
5. If the person is not found in the database, contact Faculty Services for information.

CSU ID Search

▼ CSU ID Search

Empl ID:

National ID:

Applicant ID:

First Name:

Last Name:

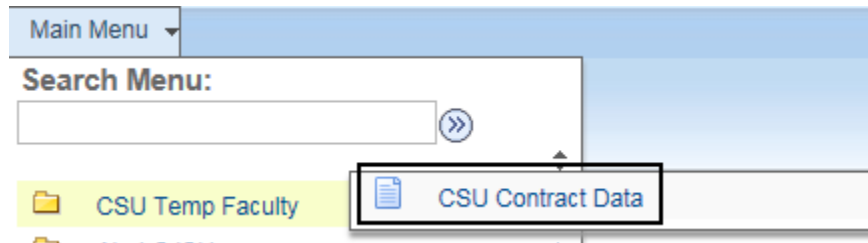
▼

	Detail	Name	Empl ID	Natl ID (Last 4)	Applicant ID	DOB (mm/dd)	Org Rel	Empl Class
1	Detail							

Complete the Contract data for the Terms and Conditions Appointment Letter

Create the Terms and Conditions form using the CSU Contract Data pages.

1. Navigate to CSU Contract Data page:
Main Menu > CSU Temp Faculty > CSU Contract Data.



The CSU Contract Data page displays.

2. Click the Add a New Value tab.

A screenshot of the 'CSU Contract Data' search page. The page title is 'CSU Contract Data'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a black box. Below the tabs is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Empl ID:' with a 'begins with' dropdown and an input field; 'CSU Contract Number:' with a 'begins with' dropdown and an input field; 'Department:' with a 'begins with' dropdown, an input field, and a magnifying glass icon; 'Contract Status:' with an '=' dropdown, an input field, and a dropdown arrow; 'Term:' with a 'begins with' dropdown, an input field, and a magnifying glass icon; 'Description:' with a 'begins with' dropdown and an input field; 'Name:' with a 'begins with' dropdown and an input field; and 'Last Name:' with a 'begins with' dropdown and an input field. At the bottom of the search criteria are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. Below the search criteria are four buttons: 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'. At the very bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

3. Enter the following data:

- EMPLID: Enter the ID for the person just added or the existing empl id.
- CSU Contract Number: Leave as NEW.
- Department: Enter your 4 digit department #.

4. Click the Add button.

CSU Contract Data

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

Empl ID:

CSU Contract Number:

Department:

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

The Contract Status/Content page displays.

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

Temp Faculty Person ID: 999999999

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: NEW DeptID: 1038

*Eff Date: 03/22/2016 Effective Sequence: 0 Contract Desc:

*Contract Status: Active Entitlement: Term End Date:

Reg Region: USA Multiple Term End Date:

Contract Type:

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: Bus. Unit:

Department: 1038 Job Code: Sal Plan/Grd: /

Term: Cycle: *Comp Rate:

*Late Start? N Academic Days Paid: Total WTU: 0.00000

Comments:

Contract Status/Content | TF Contract Total

5. Enter information about the overall contract. (See the following list of field descriptions.)

Field Description List: Contract Status Content Page (above)

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: FACULTY_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.

6. Complete the TF Contract Detail Section. (See the following list of field descriptions.)
7. Enter the Position Nbr, Term, Comp Rate, Total WTU and Comments. Use the magnifying lens to search for it if unknown.
8. Click Tab. Data about the position will populate.

Field Description List: TF Contract Detail Page (above)

Field Name	Description
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.

- Click the + to insert another semester if needed.

(This example is for one semester appointment.)

- Navigate to the TF Contract Total page.

The TF Contract Total page displays.

- Letter Code: Enter CN1.
- Review all data for accuracy.
- Click the Save button.

Note: If the Contract Status/Contact tab after is clicked, the notepad that appears on the Contract/Status page can be used to enter information Data entered here will not print on any forms. The notepad will only appear after the Save button has been clicked.

- Click on the Notepad to add a new note.

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Status/Content | View All | 1 of 1

CSU Contract #: NEW | DeptID: 1038

*Eff Date: 08/22/2016 | Effective Sequence: 0 | Contract Desc: FACULTY_F16_JMC

*Contract Status: Active | Entitlement: | Term End Date: 12/23/2016

Reg Region: USA | Multiple Term End Date: |

Contract Type: 006 | Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail | Find | View All | First | 1 of 1 | Last

*Position Nbr: 00001420 | Lecturer AY-B | Bus. Unit: SJ000 | SJSU

Department: 1038 | Journalism & Mass Comm | Job Code: 2358 | Sal Plan/Grd: 335 / 3

Term: 2164 | Cycle: 4 | *Comp Rate: 4800.000000

*Late Start? N | Academic Days Paid: | Total WTU: 6.00000

Comments: Hire for Fall 2016 at 6.0 WTUs

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Data | Find | View All | First | 1 of 1 | Last

CSU Contract Number: NEW | DeptID: 1038 | Eff Date: 08/22/2016 | Eff Seq: 0

Contract Total Detail | Personalize | Find | 1 of 1 | Last

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd Offm	Last Upd By
Lecturer AY-B	1038	Journalism & Mass Comm	2358	335	3	2164	4800.000000	0.400000	6/15	1920.000	11520.000	6.00000	<input checked="" type="checkbox"/>	CN1			W0029485

Save | Notify | Add | Update/Display | Include History | Correct History

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Status/Content | View All | 1 of 1

CSU Contract #: 000028157 | DeptID: 1038

*Eff Date: 08/22/2016 | Effective Sequence: 0 | Contract Desc: FACULTY_F16_JMC

*Contract Status: Active | Entitlement: | Term End Date: 12/23/2016

Reg Region: USA | Multiple Term End Date: |

Contract Type: 006 | Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail | Find | View All | First | 1 of 1 | Last

*Position Nbr: 00001420 | Lecturer AY-B | Bus. Unit: SJ000 | SJSU

Department: 1038 | Journalism & Mass Comm | Job Code: 2358 | Sal Plan/Grd: 335 / 3

Term: 2164 | Cycle: 4 | *Comp Rate: 4800.000000

*Late Start? N | Academic Days Paid: | Total WTU: 6.00000

Comments: Hire for Fall 2016 at 6.0 WTUs

Save | Notify | Add | Update/Display | Include History | Correct History

Contract Status/Content | TF Contract Total

15. Click on Add a New Note.

The screenshot shows the 'Temp Faculty Notepad' search interface. It includes a 'Selection Criteria' section with input fields for ID (999999999), CSU Contract Nb (000028157), *DeptID (1038), *Eff Date (2016-08-22), and date range fields for 'Earliest Note Date' and 'End'. A 'Search' button is present. To the right, a 'Selected Note(s)' panel contains 'Delete', 'Select All Notes', and 'Clear Selections' buttons. Below the search criteria, an 'Add a New Note' button is highlighted with a red box. A 'Return To:' link points to 'Contract Data page'. A red message states: 'There are no existing notes for the specified search criteria.'

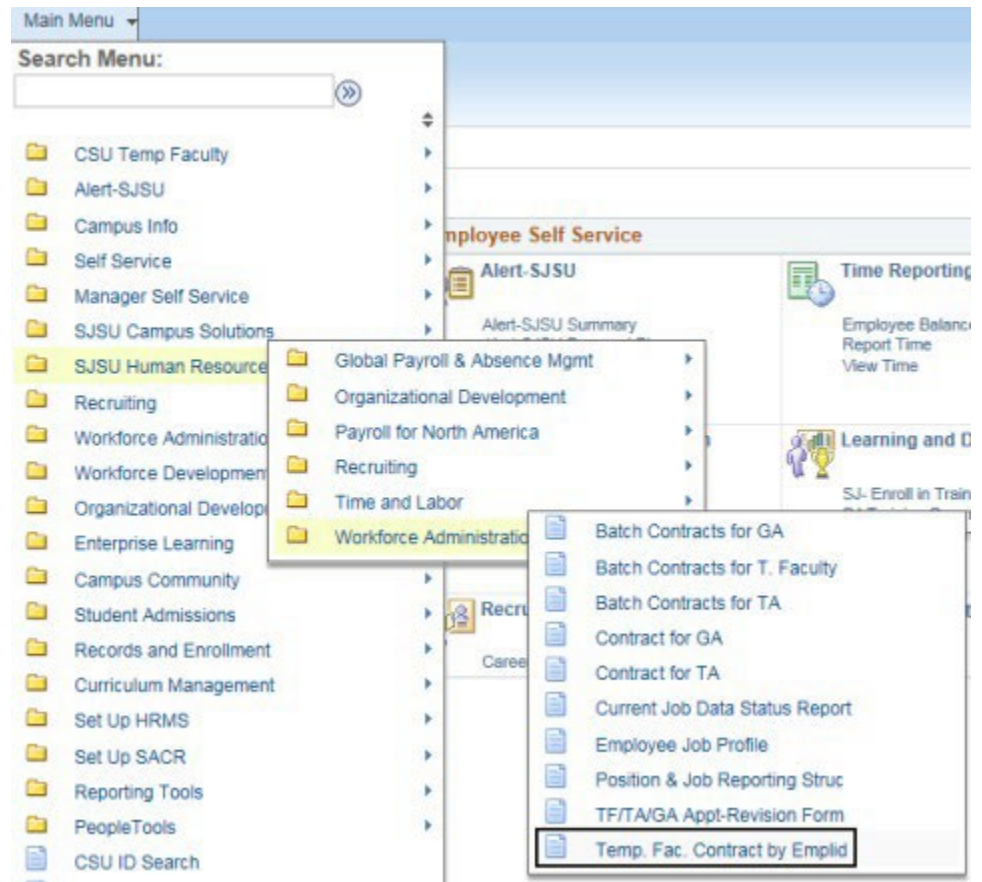
16. Enter the subject and information in the Note Text area. Click the Save button.

The screenshot shows the 'Temp Faculty Notepad - Selected Note' form. It displays the search criteria from the previous step. Below this, there are fields for 'Subject' (with 'Enter Subject' placeholder) and 'Note Text' (with 'Enter internal text here. It will not be printed elsewhere. It's mainly for your own use.' placeholder). A 'Save' button is highlighted with a red box. At the bottom, 'Return To:' links point to 'Note Selection Page' and 'Contract Data page'.

Generate and Print the Terms and Conditions

The contract data just entered will appear on the Terms and Conditions Appointment letter/Terms and Conditions.

1. Navigate to Temp Fac Contract by Emplid: SJSU Human Resources > Workforce Administration > Temp Fac Contract by Emplid.



The TF Contract by Emplid page displays.

2. At the Find the Existing Value tab, Click the Search button.

TF Contract by Emplid

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

Run Control ID:

Case Sensitive

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

- 3. Click a Run Control ID link.

TF Contract by Emplid


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 Criteria**

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First  1-11 of 11  Last

Run Control ID	Language Code
	English
00	English

- 4. To add a new Run Control ID, click the Add a New Value tab.

TF Contract by Emplid


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 Criteria**

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

- Type in a Run Control ID.
- Click the Add button.

From now on you can use this same Run Control ID by clicking Search on the Find an Existing Value Page.

Note: Run Control ID names cannot have spaces. If spaces are needed, use an underscore (_).

- Enter information on the TF Contract by Emplid page. (See the following list of field descriptions.)

Field Description List: TF Contract by Emplid Page (above)

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

8. Click the Run button.

The Process Scheduler Requestpage displays.

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

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

10. Click the OK button.

The TF Contract by EmplID page is displayed again.

A Process Instance is assigned.

11. Click the Process Monitor link.

12. Click Refresh to update the Run Status.
13. When Run Status shows Success AND the Distribution Status is Posted click Details.

Process List | Server List

View Process Request For

User ID Type Last 1 Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3504993		SQR Report	SJTF006		03/22/2016 11:02:09AM PDT	Success	Posted	<input type="button" value="Details"/>

Go back to TF Contract by Emplid

Process List | Server List

14. Click the View Log/Trace link.

Process Detail

Process

Instance: 3504993 Type: SQR Report
 Name: SJTF006 Description: Temp Fac. Contract by Emplid
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: 0
 Location: Server
 Server: PSUNX
 Recurrence: Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On: 03/22/2016 11:03:26AM PDT
 Run Anytime After: 03/22/2016 11:02:09AM PDT
 Began Process At: 03/22/2016 11:03:59AM PDT
 Ended Process At: 03/22/2016 11:04:07AM PDT

Parameters Transfer
 Message Log
 Batch Timings

15. Click the PDF link.

View Log/Trace

Report

Report ID 1197896 Process Instance 3504993 Message Log
 Name SJTF006 Process Type SQR Report
 Run Status Success

Temp Fac. Contract by Emplid

Distribution Details

Distribution Node HASJPRJ Expiration Date 05/06/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF006_3504993.log	1,608	03/22/2016 11:04:07.459575AM PDT
sjtf006_3504993.PDF	5,817	03/22/2016 11:04:07.459575AM PDT
sjtf006_3504993.out	592	03/22/2016 11:04:07.459575AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Return

16. Verify the data.

17. Print the Terms and Conditions.

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

TO: Temp Faculty

Date: March 22, 2016

On the recommendation of the Department/School of Journalism & Mass Comm 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:

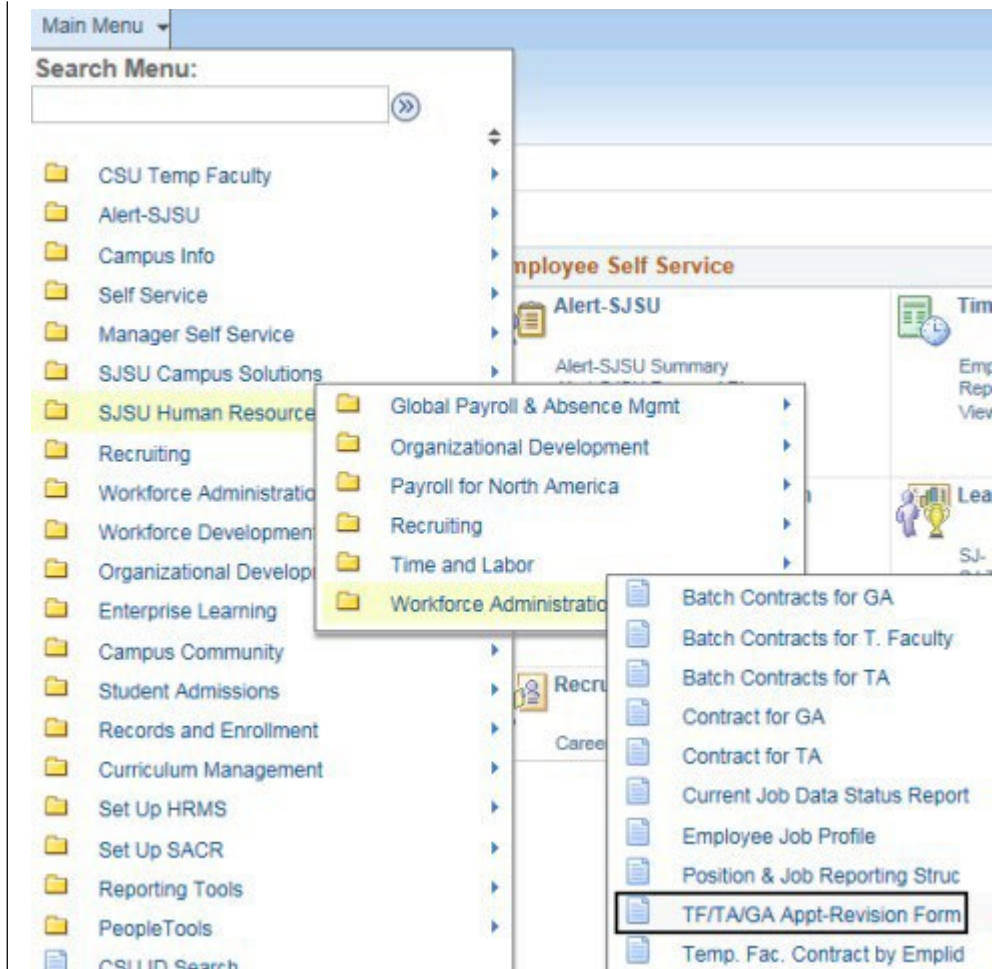
Appointment Type	Appointment Period	Effective Dates
Part-time: 0.40 (6/15)	Semester Appointment - Fall 2016	22-AUG-2016 to 23-DEC-2016
Rank	Full-Time Base Salary	Actual Monthly Salary
Lecturer AY-B	\$4,800.00	\$1,920.00
		Total Term Salary
		\$11,520.00

You may be eligible to enroll in CSU Health Plans within 60 days from the date of hire if your appointment or combination of appointments totals .40 or greater in one or more semesters(0.50 for counselors & librarians). Please contact your benefits service representative at 924-2250 for more details.

Generate and Print the Appointment Form

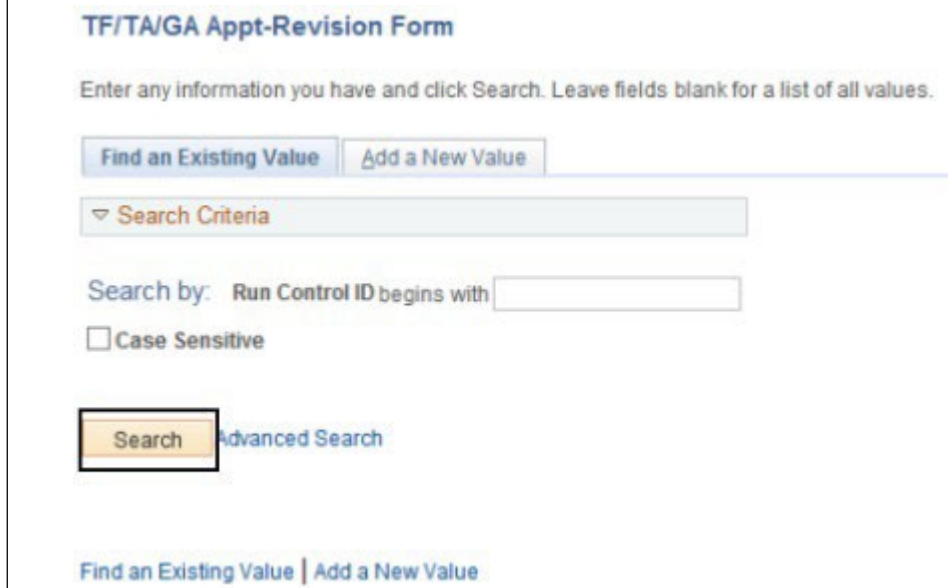
The next step is to generate and print the Appointment. The form will be used to communicate the hire data to Employee Support Services. They will perform the Hire process.

1. Navigate to Appt-Revision Form: Main Menu > SJSU Human Resources > Workforce Administration > TF/TA/GA/Appt-Revision Form.



The TF/TA/GA Appt-Revision Form Find an Existing Value page displays.

2. Click the Search button



- Click a Run Control ID link.

TF/TA/GA Appt-Revision Form

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Search Results

View All First 1-11 of 11 Last

Run Control ID	Language Code
0	English

The TF/TA/GA Appt-Revision Form parameters page displays.

- Enter data to generate and populate the appointment form. (See the following list of field descriptions table.)

- Empl ID
- Contract Desc
- New Appointment Form
- Action/Reason Code
- Initiating Official
- Appointing Official
- Dept. Contact- Name and Phone Number

- Click the Run button.

TF/TA/GA Appt-Revision Form

Run Control ID: 0 Report Manager Process Monitor Run

*Empl ID: 199999999 Temp Faculty

*Contract Desc.: FACULTY_F16_JMC

Select a form

New Appointment Form Revision Form

Action: HIR Reason: APT

Effective Date: Action: Reason:

Initiating Official: Department Chair

Appointing Official: College Dean

Dept. Contact - Name & Ph.: Department Temp Faculty Processor and Phone Number

Funding Changes

Department	Department Name	Fund Code	Class Field	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"/>
<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

Field Description List: TF/TA/GA Appt-Revision Form Page (above)

Field Name	Description
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 radio button to the left of it
Action Reason boxes	HIR APT
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	<p>Enter the dates the funding change will cover.</p> <p>Full Fall semester dates: September 1 (year) to April 1 (year) Example: September 1, 2016 to April 1, 2017</p> <p>Full Spring semester dates: February 1 (year) to September 1 (year) Example: February 1, 2017 to September 1, 2017.</p> <p>Repeat same data entry as above if this is a split between another fund and/or department.</p>

For Split Funding, the Effective Date and the second set of Action Reason Codes needs to be filled out. The Funding Changes area needs to be populated with department and/or funding changes with a percentage that totals 100 percent.

6. Enter data to generate and populate the appointment form. (See the previous list of field descriptions table.)

- Empl ID
- Contract Desc
- New Appointment Form
- Action/Reason Code
- Effective Date
- Second set of Action Reason code
- Initiating Official
- Appointing Official
- Dept. Contact-Name and Phone Number
- Department
- Fund Code
- Percent
- Effective Date
- End Date
- Populate second Department, Fund Code, Percent, Effective Date and End date of the department/fund split.
- Click the Run button.

TF/TA/GA Appt-Revision Form

Run Control ID: 0 Report Manager Process Monitor

*Empl ID: Temp Faculty

*Contract Desc.:

Select a form

New Appointment Form Revision Form

Action Reason

Effective Date Action Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

Funding Changes

Department	Department Name	Fund Code	Class Field	Project	Percent	Eff Date	End Date
<input type="text" value="1038"/>	Journalism & Mass Comm	<input type="text" value="70000"/>			60	<input type="text" value="09/01/2016"/>	<input type="text" value="04/01/2017"/>
<input type="text" value="1013"/>	College of Applied Sci & Arts	<input type="text" value="70000"/>			40	<input type="text" value="09/01/2016"/>	<input type="text" value="04/01/2017"/>

The Process Scheduler Request page displays.

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

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

8. Click the OK button

The prior page displays.

A Process Instance is assigned.

9. Click the Process Monitor link.

10. Click Refresh to update the Run Status.

When Run Status shows Success and the Distribution Status is Posted it is completed.

11. Click the Details link.

Process Scheduler Request

User ID: _____ Run Control ID: 0

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TF/TA/GA Appt-Revision Form	SJTfD10	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

TF/TA/GA Appt-Revision Form

Run Control ID: 0 Report Manager

Process Instance:

*Empl ID: Temp Faculty

*Contract Desc.:

Select a form

New Appointment Form Revision Form

Action: Reason:

Effective Date: Action: Reason:

Initiating Official:

Appointing Official:

Dept. Contact - Name & Ph.:

Funding Changes

Department	Department Name	Fund Code	Class Field	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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Process List | **Server List**

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505023		SQR Report	SJTfD10		04/06/2016 2:27:34PM PDT	<input type="text" value="Success"/>	<input type="text" value="Posted"/>	<input type="button" value="Details"/>

Go back to TF/TA/GA Appt-Revision Form

Process List | Server List

- Click the View Log/Trace link.

Process Detail

Process	
Instance	3505023
Name	SJTF010
Run Status	Success
Type	SQR Report
Description	TF/TA/GA Appt-Revision Form
Distribution Status	Posted

Run	Update Process
Run Control ID	0
Location	Server
Server	PSUNX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	04/06/2016 2:29:59PM PDT
Run Anytime After	04/06/2016 2:27:34PM PDT
Began Process At	04/06/2016 2:30:13PM PDT
Ended Process At	04/06/2016 2:30:18PM PDT
	Parameters Transfer Message Log Batch Timings View Log/Trace

- Click the PDF link.

View Log/Trace

Report		
Report ID	1197926	Process Instance
Name	SJTF010	Process Type
Run Status	Success	SQR Report
Message Log		
TF/TA/GA Appt-Revision Form		

Distribution Details		
Distribution Node	HASJPRJ	Expiration Date
		05/21/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF010_3505023.log	1,608	04/06/2016 2:30:18.502197PM PDT
sjtf010_3505023.PDF	8,656	04/06/2016 2:30:18.502197PM PDT
sjtf010_3505023.out	171	04/06/2016 2:30:18.502197PM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

The Appointment Form Displays.

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

Appointment Form Print Date: 04/08/16
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 824-2410

Effective Date: 08/22/16 Action: HR Reason: APT

Employee ID: 999999999 Emp. Rcd: Temp. Faculty Employee Name: Contract Number & Description: 909828187 FACULTY F16 JMC Effective Date: 21-AUG-2016 EE Seq: 9
 Contract Type: 806-Semester Appointment Contract Expected End Date: 25-DEC-2016 Multi-Year End Date: Enrollment: Original Hire Date: SSI Course:

Term	Year	Cycle	Position #	Department ID / Name	Job Code	Working Title	Sal Plan / Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2164	2016	4	00001420	1038 / Journalism & Mass Comm	235E	Lecturer AY-B	335 / 3	4800.00	1920.00	6.00000	0.400000	6/15

Job ID	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate
There is no job history associated with this position.									

Funding	Dept	Fund	Class	Proj	Pr	EEB	End Date	Department/Name
Current:	1038	70000				100.00	07/01/15	Journalism
Change to:								

Department Chair	Signature	Date	Department Contact
Initiating Official	Signature	Date	Name/Phone Department Temp Faculty Processor and Phone Number
College Dean	Signature	Date	FA Signature
Assessing Official	Signature	Date	HR Signature

This is an example of an Appointment Form with split funding

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

Appointment Form Print Date: 04/08/2016
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 824-2400

Effective Date: 08/22/16 Action: HR Reason: APT

Employee ID: 999999999 Emp. Rcd: Temp. Faculty Employee Name: Contract Number & Description: 909828259 FACULTY F16 JMC Effective Date: 21-AUG-2016 EE Seq: 9
 Contract Type: 806-Semester Appointment Contract Expected End Date: 25-DEC-2016 Multi-Year End Date: Enrollment: Original Hire Date: SSI Course:

Term	Year	Cycle	Position #	Department ID / Name	Job Code	Working Title	Sal Plan / Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2164	2016	4	00001420	1038 / Journalism & Mass Comm	235E	Lecturer AY-B	335 / 3	4800.00	1920.00	6.00000	0.400000	6/15

Job ID	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate
There is no job history associated with this position.									

Funding	Dept	Fund	Class	Proj	Pr	EEB	End Date	Department/Name
Current:	1038	70000				100.00	07/01/16	Journalism
Change to:	2018	70000				80.00	08/01/16	04/01/17 Journalism & Mass Comm
	2012	70000				40.00	08/01/16	04/01/17 College of Applied Sci. & Arts

Department Chair	Signature	Date	Department Contact
Initiating Official	Signature	Date	Name/Phone Department Analyst/Coordinator
College Dean	Signature	Date	FA Signature
Assessing Official	Signature	Date	HR Signature

Comments:

- 14. Reiterate the appointment information or other info as needed.

Example: Hire for Fall 2016 at 6.0 WTU

Note: Comments entered in TF Contract Detail comments box populate in this box.

The record number will be blank until HR enters the Hire.

The Job History section will not populate with data until HR enters the hire for this job.

Comments (i.e., special compensation instructions)
Fall 2016 Cycle 4--Hire for Fall 2016 at 6.0 WTU

Empl Recd

Job History					
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE
There is no job history associated with this position.					

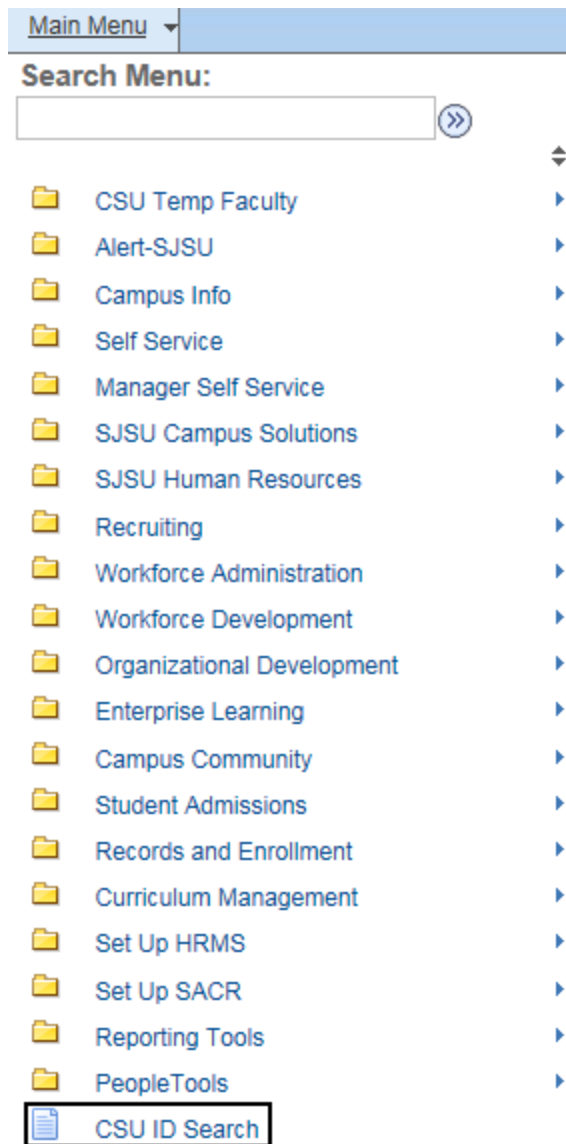
Chapter 2c: Hire a Teaching Associate or Graduate Assistant

The Hire process is used when the teaching assistant (TA) or graduate student (GA) has never held a position at San Jose State. The individual may have an employee ID or an applicant ID, but they do not show a job attached to their name in the CSU ID Search. The process consists of the following tasks:

- Entering the Contract Data
- Generating and print the Terms and Conditions form
- Generating and print the Appointment Form
- Obtaining signatures and send to Employee Support Services via your Dean's Office

Use the CSUID Search if you do not know the employee/student id.

1. Navigate to CSU ID Search: Main Menu > CSU ID Search.



CSU ID Search

2. Do several searches, using different criteria, to verify if the person is already in the database.

In this example, Name is used. A second search would also be made using SSN/National ID. A third search would be by Empl ID

3. Click the Search button.

4. Verify the correct person and write down the Empl ID for the TA or GA.

CSU ID Search

▼ CSU ID Search

Empl ID:

National ID:

Applicant ID:

First Name:

Last Name:

CSU ID Search

Empl ID:

National ID:

Applicant ID:

First Name:

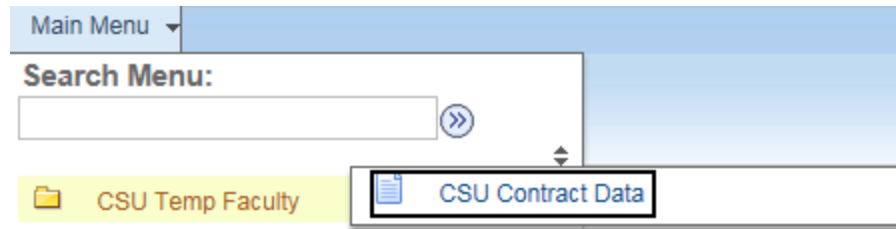
Last Name:

Detail	Name	Empl ID	Nat ID (Last 4)	Applicant ID	DOB (MM/DD/YY)	Org Ref	Empl Class	PCB Type	HR Status	Empl Ref	Job Code	Job Code Desc	Dept	Empl ID Desc	Acad Desc	Academic Career
1 Detail								CS Person							San Jose State University	0000

Enter the Contract data

Create the Terms and Conditions form using the CSU Contract Data pages.

1. Navigate to CSU Contract Data page:
Main Menu > CSU Temp Faculty CSU> Contract Data.



The CSU Contract Data page displays.

2. Click the Add a New Value tab.

It's best to double-check and enter the SJSU ID in the Empl ID area in order to make sure the contract being entered for the semester or academic year does not exist already. If it doesn't, then click the Add a New Value tab.

A screenshot of the 'CSU Contract Data' search page. The page title is 'CSU Contract Data'. Below the title is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected and highlighted with a black box. Below the tabs is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Empl ID:' with a 'begins with' dropdown and an input field; 'CSU Contract Number:' with a 'begins with' dropdown and an input field; 'Department:' with a 'begins with' dropdown, an input field, and a magnifying glass icon; 'Contract Status:' with an '=' dropdown and a dropdown menu; 'Term:' with a 'begins with' dropdown, an input field, and a magnifying glass icon; 'Description:' with a 'begins with' dropdown and an input field; 'Name:' with a 'begins with' dropdown and an input field; and 'Last Name:' with a 'begins with' dropdown and an input field. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section are four buttons: 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'. At the very bottom of the page, there is a navigation bar with 'Find an Existing Value' and 'Add a New Value' links.

3. Enter the following data:
 - EMPLID: Enter the ID (this is the same as their student id)
 - CSU Contract Number: Leave as NEW
 - Department: Enter your 4 digit department #
4. Click the Add button.

CSU Contract Data

Find an Existing Value | Add a New Value

Empl ID:

CSU Contract Number:

Department:

The Contract Status content page displays.

5. Enter information about the overall contract. (See the following list of field descriptions.)

Contract Status/Content | TF Contract Total

Teaching Associate | Person ID: 999999999

Contract Status/Content | View All | 1 of 1

CSU Contract #: 000028158 | DeptID: 1038

*Eff Date: 08/22/2016 | Effective Sequence: 0 | Contract Desc: TA_ASSOCIATE_F16_JMC

*Contract Status: Active | Entitlement: | Term End Date: 12/23/2016

Reg Region: USA | Multiple Term End Date: |

Contract Type: 006 | Semester Appointment

Approved by: Approver1 Approver2 Approver3

Field Description List: Contract Status Content Page (above)

Field Name	Description
Eff Date	Override with the first date of the contract.
Contract Desc	Enter a name for the contract. Include GA or TA for graduate assistant or teaching assistant, the Last Name, Dept Name and Term. Example: TA_PROUST_F16_CE
Contract Expected End Date	Enter the last date of the Appointment.
Contract Type	Use the lookup to select the appropriate type.

6. Complete the TF Contract Detail (bottom section). (See the following list of field descriptions.)

The screenshot shows a web-based form titled "TF Contract Detail". It contains several input fields and labels:

- *Position Nbr:** 00002151 (with a magnifying glass icon)
- Department:** 1038
- Term:** 2164 (with a magnifying glass icon)
- Cycle:** 4 (with a magnifying glass icon)
- *Comp Rate:** 2500.000000
- *Late Start?:** N (with a magnifying glass icon)
- Academic Days Paid:** (empty field)
- Total WTU:** 3.00000
- Comments:** Hire for Fall 2016 appointment at 3.0 WTU

 Other information visible includes "Teaching Associate", "Bus. Unit: SJ000 SJSU", and "Job Code: 2354 Sal Plan/Grd: 114 / 1".

Field Description List: TF Contract Detail Page (above)

Field Name	Description
Position Nbr	Enter the Position. Use the magnifying lens to search for it if unknown. Click the Tab or outside of the field, position data will populate.
Term	Enter term in a four digit format: 2164 = Fall 2016 or 2142=Spring 2014. The format will always start with a 2. The next two digits is the last two digits of the year. 2015 is 15. The last digit is usually a 2 or 4. 2 indicates spring semester while 4 indicates the fall semester.
Cycle	Enter the one digit number for the semester Fall = 4 Spring = 2 - should default
Comp Rate	Enter the fulltime monthly rate of pay.
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 termination. 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.
Total WTU	Enter the value that reflects the amount of weighted teaching units.
Comments	Enter information about the hire. Prints on the appointment form. Does not print on the contract/terms and conditions. Example: Hire for Fall 2016 appointment at 3.0 WTUs

- Click the Add + icon to insert another semester if needed. Add the information again to the TF Contract Detail area. For a different semester

Note: This example is for one semester appointment not an academic year, only one row is needed.

- Navigate to the TF Contract Total page.

The TF Contract Total page displays.

- Letter Code: Enter CN1.
- Review all data for accuracy.
- Click the Save button.

Contract Status/Content | TF Contract Total

Teaching Associate Person ID: 999999999

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: 000028158 DeptID: 1038

*Eff Date: 08/22/2016 Effective Sequence: 0 Contract Desc: TA_ASSOCIATE_F16_JMC

*Contract Status: Active Entitlement: Term End Date: 12/23/2016

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00002151 Teaching Associate Bus. Unit: SJ000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2354 Sal Plan/Grd: 114 / 1

Term: 2164 Cycle: 4 *Comp Rate: 2500.000000

*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: Hire for Fall 2016 appointment at 3.0 WTU

Save Return to Search Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

Contract Status/Content | TF Contract Total Person ID: 999999999

Contract Data Find | View All First 1 of 1 Last

CSU Contract Number: NEW DeptID: 1038 Eff Date: 08/22/2016 Eff Seq: 0

Contract Total Detail Personalize | Find | 1 of 1 Last

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Post	Letter Code	Date Printed	Last Upd D/Tm	Last Upd By
Teaching Associate	1038	Journalism & Mass Comm	2354	114	1	2164	2500.000000	0.200000	1/5	500.000	3000.000	3.00000	<input checked="" type="checkbox"/>	CN1			

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

Note: The notepad that appears on the Contract Status/Content page can be used to enter information. Click on it if needed. Data entered here will not print on any forms. This is an optional step

Contract Status/Content | TF Contract Total

Teaching Associate Person ID: 999999999

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: 000028158 DeptID: 1038

*Eff Date: 08/22/2016 Effective Sequence: 0 Contract Desc: TA_ASSOCIATE_F15_JMC

*Contract Status: Active Entitlement: Term End Date: 12/23/2016

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00002151 Teaching Associate Bus. Unit: SJ000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2354 Sal Plan/Grd: 114 / 1

Term: 2164 Cycle: 4 *Comp Rate: 2500.000000

*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: Hire for Fall 2016 appointment at 3.0 WTU

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

12. Click the Add a New Note button.

Temp Faculty Notepad

Instructions

Selection Criteria

ID: Search

CSU Contract Nb: 000028158

*DeptID: 1038

*Eff Date: 2016-08-22

Earliest Note Date End

Selected Note(s)

Delete

Select All Notes


Clear Selections

Add a New Note Return To: Contract Data page

There are no existing notes for the specified search criteria.

Return To: Contract Data page

13. Enter the subject and text.
14. Click the Save button.

 Temp Faculty Notepad - Selected Note

▶ **Instructions**

Applications

Selected Note

ID:	Created: 04/06/2016 3:52PM
CSU Contract 000028158	Creator:
Nb:	Last Update:
DeptID: 1038	by:
Eff Date: 2016-08-22	

Subject:

Note Text:

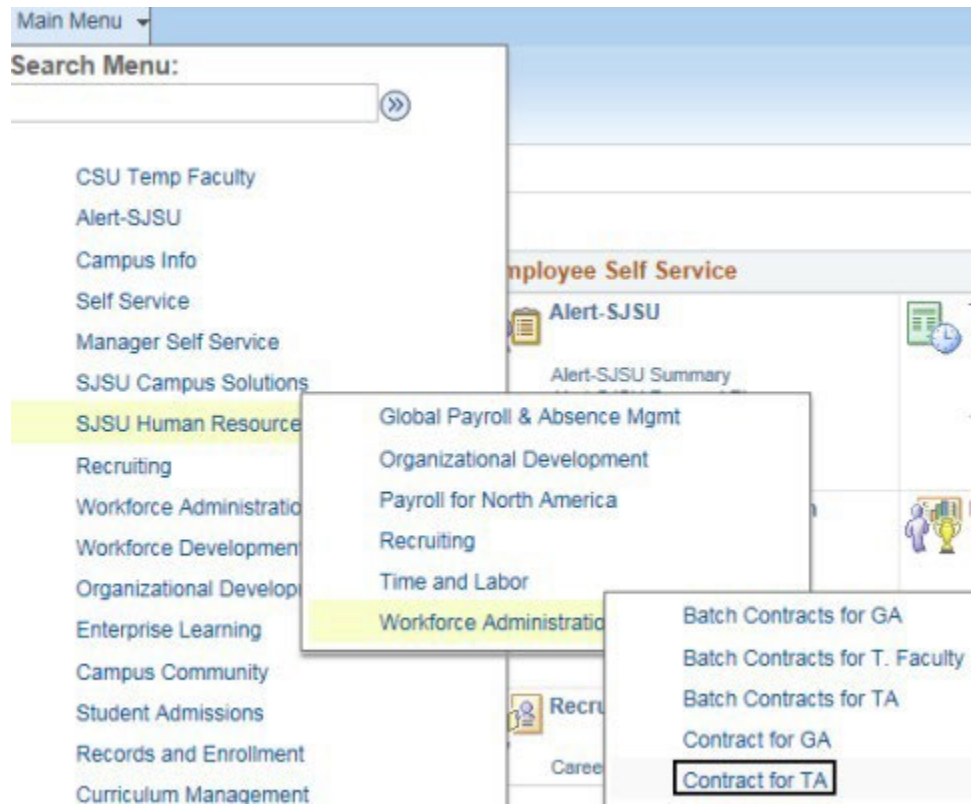
Return To: [Note Selection Page](#)
[Contract Data page](#)

Generate and Print the Terms and Conditions form

The contract data just entered will appear on the Terms and Conditions Appointment letter/Terms and Conditions.

1. Navigate to Contract for TA or Contract for GA:
Main Menu > SJSU Human Resources > Workforce Administration > Contract for TA or Contract for GA.

Note: This example is a TA contract.



Find an Existing Value page displays.

2. Click the Search button.

Contract for TA

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

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

3. Click a Run Control ID link.

Contract for TA

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Search Results

View All First 1-11 of 11 Last

Run Control ID	Language Code
0	English

4. Enter information about the contract. (See the following list of field descriptions.)

TA Contract by Emplid

Run Control ID: 0

[Report Manager](#)

[Process Monitor](#)

[Run](#)

*Empl ID:	<input type="text" value="999999999"/>	Teaching Associate
*Contract:	<input type="text" value="TA_ASSOCIATE_F16_JMC"/>	
Due Date:	<input type="text" value="08/31/2016"/>	
Dean's Name:	<input type="text" value="College Dean's Name"/>	
Supervisor's Name & Phone:	<input type="text" value="Teaching Associate's Supervisor and Phone Number"/>	

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

Field Description List: GA Contracts by Emplid Page (above)

Field Name	Description
EmplID	Enter the empl id or use the magnifying lens to look up.
Contract Number	Use the magnifying lens to look up.
Due Date	Required.
Dean's Name	Enter the Dean's name or designee
Direct Supervisor's Name & Phone	Required.

5. Click the Run button.

The Process Scheduler Request page displays.

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

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

7. Click the OK button.

The prior page displays.

A Process Instance is assigned.

8. Click the Process Monitor link.

9. Click Refresh to update the Run Status.

10. When Run Status shows Success and the Distribution Status is Posted click the Details link.

11. Click the View Log/Trace link.

The screenshot displays the 'TA Contract by Emplid' application interface. At the top, there are navigation buttons: 'Report Manager', 'Process Monitor' (highlighted), and 'Run'. Below this, a search form contains fields for 'Empl ID' (011465142), 'Contract' (TA_ASSOCIATE_F16_JMC), 'Due Date' (08/31/2016), 'Dean's Name' (College Dean's Name), and 'Supervisor's Name & Phone' (Teaching Associate's Supervisor and Phone Number). A 'Process Instance: 3505032' label is visible in the top right.

Below the search form is a 'Process List' section with a 'Refresh' button. The 'Process List' table shows the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505032		SQR Report	SJTF011		04/07/2016 10:27:09AM PDT	Success	Posted	Details
<input type="checkbox"/>	3505023		SQR Report	SJTF010		04/06/2016 2:27:34PM PDT	Success	Posted	Details

The 'Process Detail' view for instance 3505032 shows the following information:

- Process:** Instance 3505032, Name SJTF011, Type SQR Report, Description TA or GA Contract by Emplid, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID 0, Location Server, Server PSUNX, Recurrence.
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request.
- Date/Time:** Request Created On 04/07/2016 10:45:46AM PDT, Run Anytime After 04/07/2016 10:27:09AM PDT, Began Process At 04/07/2016 10:46:28AM PDT, Ended Process At 04/07/2016 10:46:38AM PDT.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace (highlighted).

At the bottom, there are 'OK' and 'Cancel' buttons.

12. Click the PDF link.

View Log/Trace

Report			
Report ID	1197935	Process Instance	3505032
Name	SJTF011	Process Type	SQR Report
Run Status	Success		

TA or GA Contract by Emplid

Distribution Details			
Distribution Node	HASJPRJ	Expiration Date	05/22/2016

File List			
Name	File Size (bytes)	Datetime Created	
SQR_SJTF011_3505032.log	1,608	04/07/2016 10:46:38.516753AM PDT	
sjtf011_3505032.PDF	6,200	04/07/2016 10:46:38.516753AM PDT	
sjtf011_3505032.out	238	04/07/2016 10:46:38.516753AM PDT	

Distribute To	
Distribution ID Type	*Distribution ID
User	

[Return](#)

13. Verify the data.

Supervisors Name & Campusphone appears toward top of contract.

GA contracts will not print a Total Term Salary. The box will be empty.

14. Print the Terms and Conditions form.

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

TO: Teaching Associate Date: April 07, 2016

On the recommendation of the Department/School of Journalism & Mass Comm 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 November 9, 2010 - September 30, 2013. For details on the California Loyalty oath please visit http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml. For additional information from the UAW go to <http://www.uaw4123.org>. The specific terms and conditions of this appointment are as follows:

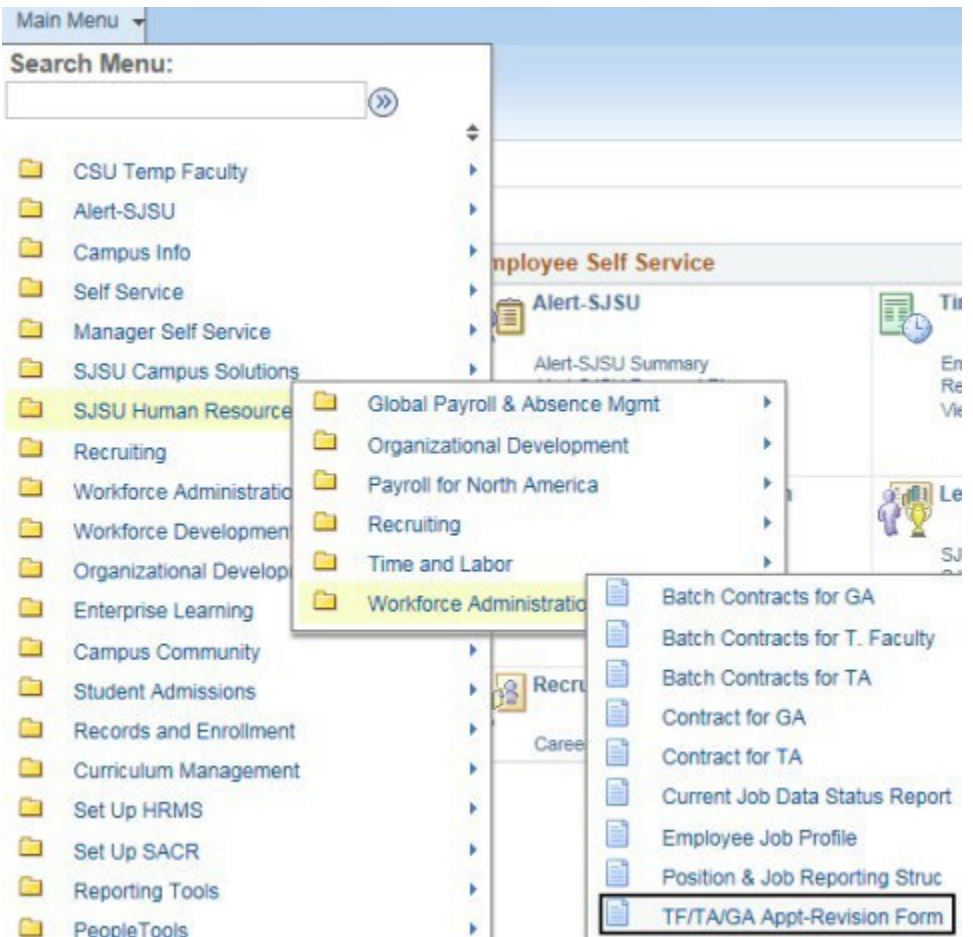
Appointment Level/FTE Part-time: 0.20 (1/5)	Appointment Period Semester Appointment - Fall 2016	Effective Dates 22-AUG-2016 to 23-DEC-2016
Rank Teaching Associate	Full Time Monthly Base \$2,500.00	Total Term Salary \$3,000.00

Supervisor's Contact Name & Campus Phone: Teaching Associate's Supervisor and Phone Number
 For any appointment as a Teaching Associate, with a time fraction of 0.50 or greater for more than 6 months, contact

Generate and Print the Appointment Form

The next step is to generate and print the Appointment. The form will be used to communicate the hire data to Employee Support Services. They will perform the Hire process.

1. Navigate to TF/TA/GA/ Appt-Revision Form Main Menu > SJSU Human Resources > Workforce Administration > TF/TA/GA/ Appt-Revision Form.



The TF/TA/GA Appt- Revision Form page displays

Find an Existing Value page displays

2. At the Find an Existing Value tab, click Search.

TF/TA/GA Appt-Revision Form

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

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

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

3. Click a Run Control ID link.

TF/TA/GA Appt-Revision Form

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Search Results

View All First 1-11 of 11 Last

Run Control ID	Language Code
0	English

The TF/TA/GA Appt-Revision Form parameters page displays.

Enter information about the appointment form. (See the following list of field descriptions.)

4. Click the Run button.

5. Enter the data to generate and populate data on the appointment form. (See the following list of field descriptions.)

TF/TA/GA Appt-Revision Form

Run Control ID: 0 Report Manager Process Monitor **Run**

*Empl ID: 99999999 Teaching Associate

*Contract Desc.: TA_ASSOCIATE_F16_JMC

Select a form

New Appointment Form Revision Form

Action HIR Reason APT

Effective Date Action Reason

Initiating Official Department Chair

Appointing Official College Dean

Dept. Contact - Name & Ph. Your Name and Phone Number

Funding Changes

Department	Department Name	Fund Code	Class Field	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"/>
<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

Field Description List: TF/TA/GA Appt-Revision Form Page (above)

Field Name	Description
EmplID	Enter the employee id, use the lookup if you do not have it
Contract Desc	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	HIR APT
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 - 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. Make sure the total percentage is 100 percent.
Efft Date & End Date	<p>Enter the dates the funding change will cover.</p> <p>Full Fall semester dates: September 1 (year) to April 1 (year) Example: September 1, 2016 to April 1, 2017</p> <p>Full Spring semester dates: February 1 (year) to September 1 (year) Example: February 1, 2017 to September 1, 2017.</p> <p>Repeat same data entry as above if this is a split between another fund and/or department.</p>

The Process Scheduler Request page displays.

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

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

7. Click the OK button.

The prior page displays.

A Process Instance is assigned.

8. Click the Process Monitor link.

9. Click Refresh to update the Run Status.

10. When Run Status shows Success and the Distribution Status is Posted it is completed.

11. Click the Details link.

Process Scheduler Request

User ID _____ Run Control ID 0

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

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

TF/TA/GA Appt-Revision Form

Run Control ID: 0 Report Manager

Process Instance:

*Empl ID: Teaching Associate

*Contract Desc.:

Select a form

New Appointment Form Revision Form

Action: Reason:

Effective Date: Action: Reason:

Initiating Official:

Appointing Official:

Dept. Contact - Name & Ph.

Funding Changes

Department	Department Name	Fund Code	Class Field	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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Process List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505033		SQR Report	SJTF010		04/07/2016 11:19:22AM PDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	3505032		SQR Report	SJTF011		04/07/2016 10:27:09AM PDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	3505023		SQR Report	SJTF010		04/06/2016 2:27:34PM PDT	Success	Posted	<input type="button" value="Details"/>

Go back to TF/TA/GA Appt-Revision Form

[Process List](#) | [Server List](#)

12. Click the View Log/Trace link.

Process Detail

Process	
Instance 3505033	Type SQR Report
Name SJTF010	Description TF/TA/GA Appt-Revision Form
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID 0	<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"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 04/07/2016 11:20:40AM PDT	Parameters Transfer
Run Anytime After 04/07/2016 11:19:22AM PDT	Message Log
Began Process At 04/07/2016 11:21:08AM PDT	Batch Timings
Ended Process At 04/07/2016 11:21:13AM PDT	View Log/Trace

OK Cancel

13. Click the PDF link.

View Log/Trace

Report			
Report ID 1197936	Process Instance 3505033	Message Log	
Name SJTF010	Process Type SQR Report		
Run Status Success			

TF/TA/GA Appt-Revision Form

Distribution Details			
Distribution Node HASJPRJ	Expiration Date 05/22/2016		

File List			
Name	File Size (bytes)	Datetime Created	
SQR_SJTF010_3505033.log	1,608	04/07/2016 11:21:13.017213AM PDT	
sjtf010_3505033.PDF	8,642	04/07/2016 11:21:13.017213AM PDT	
sjtf010_3505033.out	171	04/07/2016 11:21:13.017213AM PDT	

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

The Appointment Form displays.

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

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

Appointment Form Print Date 04/07/16
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 924-3450

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
08/22/16	HIR	APT			

Employee ID	Empl Rcd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
999999999		Teaching Associate	000028168 TA_ASSOCIATE_F16_JMC	22-AUG-2016	0
Contract Type	Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date	SSI Counter
096-Semester Appointment	23-DEC-2016				

Current Contract Data										Sal Plan /	
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2164	2016	4	00002151 / 1038 / Journalism & Mass Comm	2354	Teaching Associate	114 / 1	2500.00	500.00	3.00000	0.200000	1/5

Job History											
Edit	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pet	Comp Rate		
There is no job history associated with this position.											

Comment: (i.e., special compensation instructions) Fall 2016 Cycle:4--Hire for Fall 2016 appointment at 3.0 WTU	<u>Funding</u>	<u>Dept</u>	<u>Fund</u>	<u>Class</u>	<u>Proj</u>	<u>Pet</u>	<u>EffDt</u>	<u>End Date</u>	<u>Department Name</u>
	Current:	1038	70000			100.00	07/01/15		JournComm
	Change to:								

Department Chair	Department Contact:	
Initiating Official	Signature	Date
College Dean	Name/Phone Your Name and Phone Number	
Appointing Official	Signature	Date
	PA Signoff/Date	
	HR Signoff/Date	

Comments:

17. Reiterate the appointment information or other info as needed.

Example: New Hire
Spring .40 FTE

Note: Comments entered in TF Contract Detail comments box populate in this box.

The record number will be blank until HR entered the Hire.

The Job History section will not populate with data until HR enters the hire for this job.

Comments (i.e., special compensation instructions)

Fall 2016 Cycle:4--Hire for Fall 2016 appointment at 3.0 WTU



Job History					
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE
There is no job history associated with this position.					

Chapter 2d: Rehire a Continuing Temporary Faculty, TA or GA

The process to rehire (reappoint) Temporary Faculty, Teaching Associates, or Graduate Assistants is the same for all three and only for rehires that do not have a break in service. The following steps need to occur in either the department or dean's office depending on the college structure:

- Enter contract data in PeopleSoft
- Generate and Print the Terms and Conditions form
- Generate and print the Appointment Form
- Obtain signatures and send to Employee Support Services via your Dean's Office.

Complete the Contract Data pages

Enter contract data in the CSU Contract Data component of PeopleSoft.

1. Navigate to CSU Contract Data: Main Menu > CSU Temp Faculty > CSU Contract Data.

The CSU Contract Data page displays.

2. Enter Empl ID to Find an Existing Value Tab.
3. Click the Search button.

Note: This is to double-check there is not a contract in existence.

CSU Contract Data

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 Criteria

Empl ID: begins with []

CSU Contract Number: begins with []

Department: begins with []

Contract Status: = []

Term: begins with []

Description: begins with []

Name: begins with []

Last Name: begins with []

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-27 of 27 Last

Empl ID	CSU Contract Number	Term	Department	Description	Contract Status Name	Last
00	024	1038			Active	
00	032	1038			Active	

- Click the Add a New Value tab.

CSU Contract Data

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

Empl ID:

CSU Contract Number:

Department:

Contract Status:

Term:

Description:

Name:

Last Name:

Include History
 Correct History
 Case Sensitive

- Enter the following data:

- EMPLID: Enter the ID
- CSU Contract Number: Leave as NEW
- Department: Enter your 4-digit department number

- Click the Add button.

CSU Contract Data

Empl ID:

CSU Contract Number:

Department:

|

The Contract Status/Content page displays.

The screenshot shows the 'Contract Status/Content' page for a 'Temp Faculty' with Person ID 999999999. The form is titled 'Contract Status/Content' and includes the following fields:

- CSU Contract #: NEW
- DeptID: 1038
- *Eff Date: 04/07/2016
- Effective Sequence: 0
- Contract Desc: (empty)
- *Contract Status: Active
- Entitlement: (empty)
- Term End Date: (empty)
- Reg Region: USA
- Multiple Term End Date: (empty)
- Contract Type: (empty)
- Approved by: Approver1, Approver2, Approver3 (all unchecked)

Below this is the 'TF Contract Detail' section with fields for Position Nbr, Department (1038), Term, Cycle, Late Start?, Academic Days Paid, Bus. Unit, Job Code, Sal Plan/Grd, *Comp Rate, and Total WTU (0.00000). A comments box is also present.

Buttons at the bottom include Save, Notify, Add, Update/Display, Include History, and Correct History.

7. Enter information about the overall contract. (See the following list of field descriptions.)

This screenshot shows the same 'Contract Status/Content' page with the following fields filled out:

- *Eff Date: 08/22/2017
- Contract Desc: FACULTY_AY1718_JMC
- *Contract Status: Active
- Term End Date: 05/30/2018
- Reg Region: USA
- Contract Type: 001
- Academic Year Appointment: (checked)

Field Description List: Contract Status Content Page (above)

Field Name	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: FACULTY_AY1718_JMC
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. Complete the TF Contract Detail (bottom section). (See the following list of field descriptions.)
9. Enter the Position Nbr: Use the magnifying lens to search for it if unknown.
10. 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.

Field Description List: TF Contract Detail Page (above)

Field Name	Description
Term	Enter term in a four digit format: 2164 = Fall 2016 or 2172=Spring 2017.
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 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.

11. Click the Add + icon to insert another semester if needed.

(This example is for an academic year appointment - Fall & Spring, an additional row must be inserted.)

Notice on the top right hand corner it says 2 of 2. That indicates there is another semester: 1 of 2.

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

*Position Nbr: [] Bus. Unit: []

Department: 1038 Job Code: [] Sal Plan/Grd: []

Term: [] Cycle: [] *Comp Rate: []

*Late Start? N Academic Days Paid: [] Total WTU: 0.00000

Comments: []

12. Repeat the same data entry as the first row but for the spring semester.

Enter a different Total WTU if the Spring appointment is different.

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

*Position Nbr: 00001420 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2182 Cycle: 2 *Comp Rate: 4800.000000

*Late Start? N Academic Days Paid: [] Total WTU: 6.00000

Comments: Rehire for AY 2017-2018 6.0 WTUs

13. Navigate to the TF Contract Total page.

Contract Status/Content TF Contract Total

Temp Faculty Person ID: 999999999

Contract Status/Content View All 1 of 1

CSU Contract #: NEW DeptID: 1038

*Eff Date: 08/22/2017 Effective Sequence: 0 Contract Desc: FACULTY_AY1718_JMC

*Contract Status: Active Entitlement: [] Term End Date: 05/30/2018

Reg Region: USA Multiple Term End Date: []

Contract Type: 001 Academic Year Appointment

Approved by: [] Approver1 [] Approver2 [] Approver3

TF Contract Detail Find | View All First 1 of 2 Last

*Position Nbr: 00001420 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2174 Cycle: 4 *Comp Rate: 4800.000000

*Late Start? N Academic Days Paid: [] Total WTU: 6.00000

Comments: Rehire for AY 2017-2018 6.0 WTUs

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

The TF Contract Total page displays.

14. Enter Letter Code: CNI.

Review all data for accuracy.

15. Click the Save button.

Generate and Print the Terms and Conditions form

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. Navigate to the Contract: Main Menu > SJSU Human Resources > Workforce Administration > Temp Fac Contract by Emplid or Contract for TA or Contract for GA.

The Find an Existing Value page displays.

2. Click the Search button.

TF Contract by Emplid

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 Criteria

Run Control ID:

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

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

3. Click a Run Control ID link.

TF Contract by Emplid

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 Criteria

Run Control ID:

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All First 1-11 of 11 Last

Run Control ID	Language Code
0	English

4. Enter information. (See the following list of field descriptions.)

Field Description List: TF Contract by Emplid Page (above)

Field Name	Description
EmplID	Enter the empl id or use the magnifying lens to look up.
Contract Number	Use the magnifying lens to look up. Select the correct one by making sure it's the one that has just been created.
Due Date	Required for TA & GA.
Temp Fac	Optional.
Dean's Name	Enter the Dean's name or designee. <i>Note: TA & GA Contracts Supervisors Name & Phone must be entered.</i>

5. Click the Run button.

The Process Scheduler Request page displays

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

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

7. Click the OK button.

The prior page displays.

8. Click the Process Monitor link.

A Process Instance number will appear.

9. Click Refresh to update the Run Status.

10. When Run Status shows Success, Distribution Status Posted, click the Details link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505037		SQR Report	SJTF006		04/07/2016 3:40:35PM PDT	Success	Posted	Details
<input type="checkbox"/>	3505033		SQR Report	SJTF010		04/07/2016 11:19:22AM PDT	Success	Posted	Details
<input type="checkbox"/>	3505032		SQR Report	SJTF011		04/07/2016 10:27:09AM PDT	Success	Posted	Details

11. Click the View Log/Trace link.

Process Detail

Process	
Instance 3505037	Type SQR Report
Name SJTF006	Description Temp Fac. Contract by Emplid
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID 0	<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"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 04/07/2016 3:41:57PM PDT	Parameters Transfer
Run Anytime After 04/07/2016 3:40:35PM PDT	Message Log
Began Process At 04/07/2016 3:42:29PM PDT	Batch Timings
Ended Process At 04/07/2016 3:42:31PM PDT	View Log/Trace

OK Cancel

12. Click the PDF link.

View Log/Trace

Report			
Report ID 1197940	Process Instance 3505037	Message Log	
Name SJTF006	Process Type SQR Report		
Run Status Success			

Temp Fac. Contract by Emplid

Distribution Details		
Distribution Node HASJPRJ	Expiration Date	05/22/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF006_3505037.log	1,608	04/07/2016 3:42:31.335901PM PDT
sjtf006_3505037.PDF	8,214	04/07/2016 3:42:31.335901PM PDT
sjtf006_3505037.out	802	04/07/2016 3:42:31.335901PM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

13. Verify the data.

An Academic Year contract will generate two pages.

GA contracts will not display a Total Term Salary.

14. Print the Contract

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

TO: Temp Faculty

Date: April 07, 2016

On the recommendation of the Department/School of Journalism & Mass Comm 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:

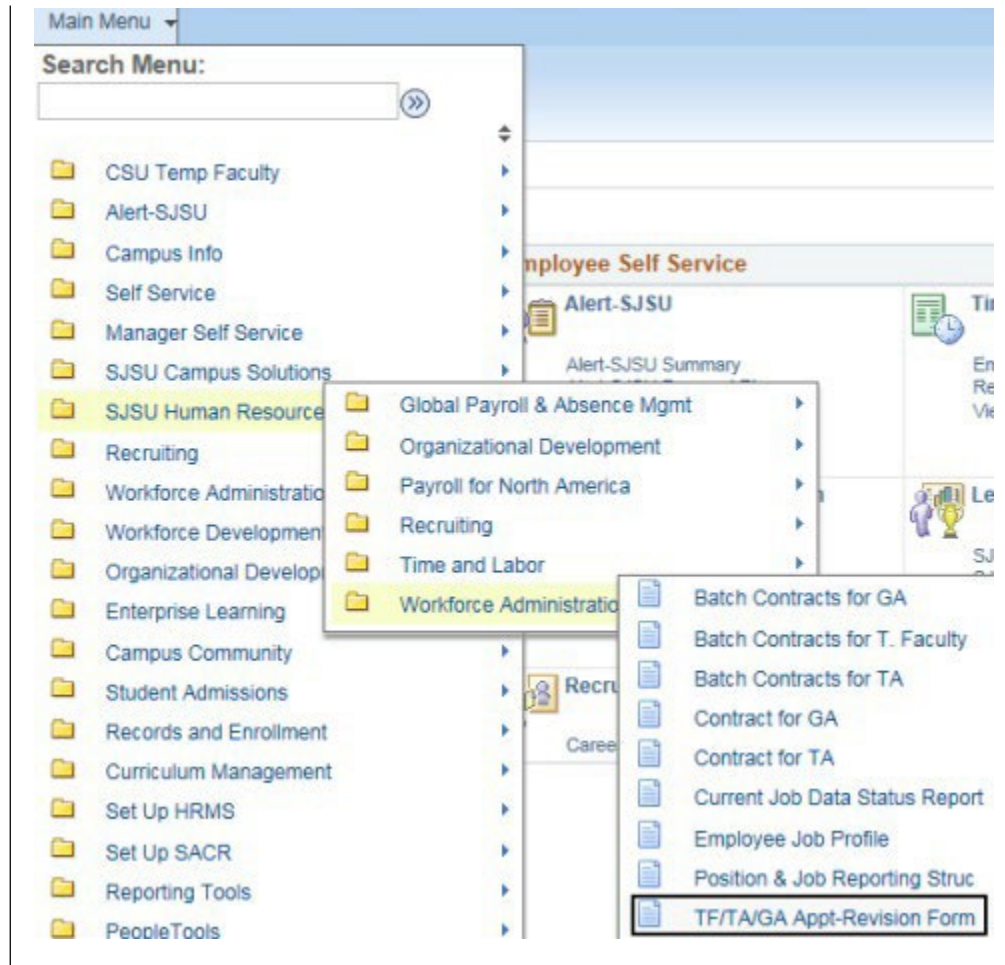
Appointment Type Part-time: 0.40 (6/15)	Appointment Period Academic Year Appointment - Fall 2017		Effective Dates 22-AUG-2017 to 23-DEC-2017
Rank Lecturer AY-B	Full-Time Base Salary \$4,800.00	Actual Monthly Salary \$1,920.00	Total Term Salary \$11,520.00

You may be eligible to enroll in CSU Health Plans within 60 days from the date of hire if your appointment or combination

Generate and Print the Appointment Form

The next step is to generate and print the Appointment Form. The form will be used to communicate the rehire data to Employee Support Services. They will perform the rehire process.

1. Navigate to TF/TA/GA Appt-Revision Form:
Main Menu > SJSU Human Resources > Workforce Administration > TF/TA/GA/ Appt-Revision Form.



The Appt-Revision Form displays.

2. Click the Search button.
3. Select a Run Control ID.

TF/TA/GA Appt-Revision Form

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Search Results

View All First 1-11 of 11 Last

Run Control ID	Language Code
0	English

The parameters page displays.

4. Data entered in the fields will print on the appointment form. (See the following list of field descriptions.)
5. Enter the data to generate and populate data on the appointment form.
6. Optional: enter data entry for Funding Changes if this is a split funding between funds and/or department.
7. Click the Run button.

TF/TA/GA Appt-Revision Form

Run Control ID: 0

Report Manager

Process Monitor

Run

*Empl ID: 99999999 Temp Faculty

*Contract Desc.: FACULTY_AY1718_JMC

Select a form

New Appointment Form Revision Form

Action DTA Reason APT

Effective Date Action Reason

Initiating Official Department Chair

Appointing Official College Dean

Dept. Contact - Name & Ph. Your Name and Phone Number

Funding Changes

Department	Department Name	Fund Code	Class Field	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"/>
<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

Field Description List: TF/TA/GA Appt-Revision Form Page (above)

Field Name	Description
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 radio button to the left of it
Action Reason boxes	DTA APT for continuing appointments
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 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. Make sure the total percentage is 100 percent.
Eff 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.

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 the OK button.

The prior page displays.

10. Click the Process Monitor link.

11. Click Refresh to update the Run Status.

12. When Run Status shows Success and Distribution Status shows Posted, click the Details link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505038		SQR Report	SJTF010		04/07/2016 4:21:54PM PDT	Success	Posted	Details
<input type="checkbox"/>	3505037		SQR Report	SJTF006		04/07/2016 3:40:35PM PDT	Success	Posted	Details
<input type="checkbox"/>	3505033		SQR Report	SJTF010		04/07/2016 11:19:22AM PDT	Success	Posted	Details
<input type="checkbox"/>	3505032		SQR Report	SJTF011		04/07/2016 10:27:09AM PDT	Success	Posted	Details

- Click the View Log/Trace link.

Process Detail

Process	
Instance	3505038
Name	SJTF010
Run Status	Success
Type	SQR Report
Description	TF/TA/GA Appt-Revision Form
Distribution Status	Posted

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request
Location	Server
Server	PSUNIX
Recurrence	

Date/Time	Actions
Request Created On	Parameters
Run Anytime After	Transfer
Began Process At	Message Log
Ended Process At	Batch Timings
	View Log/Trace

OK Cancel

- Click the PDF link.

View Log/Trace

Report			
Report ID	1197941	Process Instance	3505038
Name	SJTF010	Process Type	SQR Report
Run Status	Success	Message Log	

TF/TA/GA Appt-Revision Form

Distribution Details	
Distribution Node	HASJPRJ
Expiration Date	05/22/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF010_3505038.log	1,608	04/07/2016 4:23:36.543637PM PDT
sjtf010_3505038.PDF	8,721	04/07/2016 4:23:36.543637PM PDT
sjtf010_3505038.out	171	04/07/2016 4:23:36.543637PM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

The Appointment Form displays.

15. Verify the data.
16. Print the form.
17. 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 04/07/16
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 924-2450

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
08/22/17	DTA	APT			

Employee ID	Empl Rcd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
999999999		Temp Faculty	000028159 FACULTY_AY1718_JMC	22-AUG-2017	0
Contract Type	Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date	SSI Counter
001-Academic Year Appointment	30-MAY-2018				

Current Contract Data										Sal Plan /	
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2174	2017	4	00001420 / 1038 / Journalism & Mass Comm	2558	Lecture AY-B	335 / 3	4800.00	1920.00	6.00000	0.400000	6/15
2182	2018	2	00001420 / 1038 / Journalism & Mass Comm	2558	Lecture AY-B	335 / 3	4800.00	1920.00	6.00000	0.400000	6/15

Job History									
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate
There is no job history associated with this position.									

Comments (i.e., special compensation instructions) Fall 2017 Cycle:4--Rehire for AY 2017-2018 6.0 WTUs Spring 2018 Cycle:2--Rehire for AY 2017-2018 6.0 WTUs	<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:	1038	70000			100.00	07/01/15		JournComm
	Change to								

Department Chair			Department Contact:		
Initiating Official	Signature	Date	Name/Phone	Your Name and Phone Number	
College Dean			FA Signoff Date		
Appointing Official	Signature	Date	HR Signoff Date		

Chapter 2e: Rehire a Temporary Faculty Entitlement

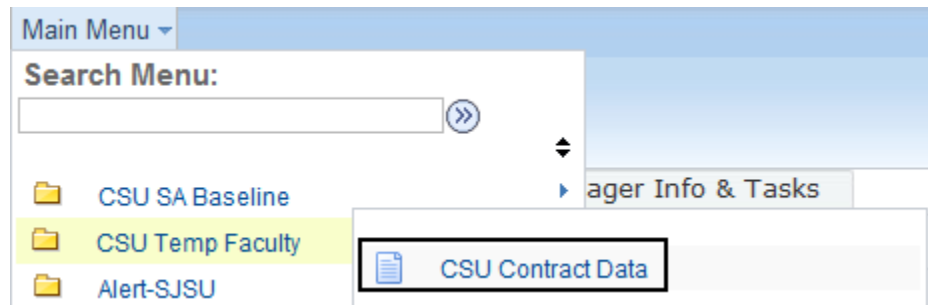
The process to rehire an entitled Temporary Faculty is just like the normal rehiring process but the entitlement must be mentioned in the Contract data and Appointment Form. The following steps need to occur in either the department or dean's office depending on the college structure:

- Enter contract data in PeopleSoft
- Generate and Print the Terms and Conditions form
- Generate and print the Appointment Form
- Obtain signatures and upload form to OnBase.

Complete the Contract Data pages

Enter contract data in the CSU Contract Data component of PeopleSoft.

1. Navigate to CSU Contract Data: Main Menu > CSU Temp Faculty > CSU Contract Data.



The CSU Contract Data page displays.

2. Enter Empl ID to Find an Existing Value Tab.
3. Click the Search button.

Note: This is to double-check there is not a contract in existence.

A screenshot of the 'CSU Contract Data' search page. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with several search fields: 'Empl ID', 'CSU Contract Number', 'Department', 'Contract Status', 'Term', 'Description', 'Name', and 'Last Name'. Each field has a 'begins with' dropdown menu and a text input field. The 'Empl ID' field is highlighted with a black box. Below the search fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search section is a 'Search Results' section with a table. The table has columns for 'Empl ID', 'CSU Contract Number', 'Term', 'Department', 'Description', 'Contract Status', and 'Name'. The table shows two rows of results. The first row has Empl ID '00', CSU Contract Number '024', Term '1038', and Contract Status 'Active'. The second row has Empl ID '00', CSU Contract Number '032', Term '1038', and Contract Status 'Active'. The table is paginated, showing '1-27 of 27' results.

- Click the Add a New Value tab.

CSU Contract Data

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

Empl ID:

CSU Contract Number:

Department:

Contract Status:

Term:

Description:

Name:

Last Name:

Include History
 Correct History
 Case Sensitive

- Enter the following data:

- EMPLID: Enter the ID
- CSU Contract Number: Leave as NEW
- Department: Enter your 4-digit department number

- Click the Add button.

CSU Contract Data

Empl ID:

CSU Contract Number:

Department:

|

The Contract Status/Content page displays.

7. Enter information about the overall contract. (See the following list of field descriptions.)

Field Description List: Contract Status Content Page (above)

Field Name	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: FACULTY_AY1617_JMC
Entitlement	Only if your employee has entitlement. Enter in a three digit format. Example: .800. .800 is for 12.0 WTUs
Contract Expected End Date	Enter the last date of the Appointment.
Multi-Year End Date	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 and the appropriate year.

8. Complete the TF Contract Detail (bottom section). (See the following list of field descriptions.)
9. Enter the Position Nbr: Use the magnifying lens to search for it if unknown.
10. 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.

The screenshot shows a web-based form titled "TF Contract Detail". It contains several input fields with search icons (magnifying glasses). The fields and their values are:

- *Position Nbr: 00001330 (Lecturer AY-A)
- Department: 1038 (Journalism & Mass Comm)
- Term: 2164
- Cycle: 4
- *Comp Rate: 4117.000000
- Total WTU: 6.000000
- *Late Start?: N
- Academic Days Paid: (empty)
- Comments: 400 Entitlement, Year 2 of 3 Hire for AY 16/17 at 6.0 WTUs

Field Description List: TF Contract Detail Page (above)

Field Name	Description
Term	Enter term in a four digit format: 2144 = Fall 2014 or 2152=Spring 2015.
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 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.

- Click the Add + icon to insert another semester if needed.

(This example is for an academic year appointment - Fall & Spring, an additional row must be inserted.)

Notice on the top right hand corner it says 2 of 2. That indicates there is another semester: 1 of 2.

- Repeat the same data entry as the first row.

Enter a different Total WTU if the Spring appointment is different.

- Navigate to the TF Contract Total page.

TF Contract Detail

Find | View All First 2 of 2 Last

*Position Nbr: [] Bus. Unit: []

Department: 1038 Job Code: [] Sal Plan/Grd: []

Term: [] Cycle: [] *Comp Rate: []

*Late Start? [N] Academic Days Paid: [] Total WTU: 0.00000

Comments: []

TF Contract Detail

Find | View All First 2 of 2 Last

*Position Nbr: 00001510 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2358 Sal Plan/Grd: 335 / 4

Term: 2172 Cycle: 2 *Comp Rate: 4117.000000

*Late Start? [N] Academic Days Paid: [] Total WTU: 6.00000

Comments: 400 Entitlement, Year 2 of 3 Hire for AY 16/17 at 6.0 WTUs

Contract Status/Content TF Contract Total

Entitlement Faculty Person ID: 999999999

Contract Status/Content View All 1 of 1

CSU Contract #: NEW DeptID: 1038

*Eff Date: 08/22/2016 Effective Sequence: 0 Contract Desc: FACULTY_AY1617_JMC

*Contract Status: Active Entitlement: .400 Term End Date: 05/30/2017

Reg Region: USA Multiple Term End Date: 05/30/2018

Contract Type: 015 12.12 Entitlement - Yr 2 of 3

Approved by: [] Approver1 [] Approver2 [] Approver3

TF Contract Detail

Find | View All First 2 of 2 Last

*Position Nbr: 00001510 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2358 Sal Plan/Grd: 335 / 4

Term: 2172 Cycle: 2 *Comp Rate: 4117.000000

*Late Start? [N] Academic Days Paid: [] Total WTU: 6.00000

Comments: 400 Entitlement, Year 2 of 3 Hire for AY 16/17 at 6.0 WTUs

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

The TF Contract Total page displays.

14. Enter Letter Code: CN1.

Review all data for accuracy.

15. Click the Save button.

Contract Status/Content | TF Contract Total

Entitlement Faculty | Person ID: 99999999

Contract Data | Find | View All | First | 1 of 1 | Last

CSU Contract Number: NEW | DeptID: 1038 | Eff Date: 08/22/2016 | Eff Seq: 0

Contract Total Detail | Personalize | Find | First | 1-2 of 2 | Last

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Posted	Last Upd DTm	Last Upd By
Lecturer AY-A	1038	Journalism & Mass Comm	2358	335	2	2164	4017.000000	0.400000	6/15	1606.800	9640.800	6.000000	<input checked="" type="checkbox"/>	CN1			
Lecturer AY-A	1038	Journalism & Mass Comm	2358	335	2	2172	4017.000000	0.400000	6/15	1606.800	9640.800	6.000000	<input checked="" type="checkbox"/>	CN1			

Save | Notify | Add | Update/Display | Include History | Correct History

Contract Status/Content | TF Contract Total

Generate and Print the Terms and Conditions form

The contract will be generated and printed after creating it. At this step you will navigate to the Temp Fac Contract by Emplid.

1. Navigate to the Contract: Main Menu > SJSU Human Resources > Workforce Administration > Temp Fac Contract by Emplid.

Search Menu:

- CSU Temp Faculty
- Alert-SJSU
- Campus Info
- Self Service
- Manager Self Service
- SJSU Campus Solutions
- SJSU Human Resources**
 - Recruiting
 - Workforce Administration
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Campus Community
 - Student Admissions
 - Records and Enrollment
 - Curriculum Management
 - Set Up HRMS
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - CSU ID Search

Employee Self Service

- Alert-SJSU
 - Alert-SJSU Summary
 - Global Payroll & Absence Mgmt
 - Organizational Development
 - Payroll for North America
 - Recruiting
 - Time and Labor
 - Workforce Administration**
 - Batch Contracts for GA
 - Batch Contracts for T. Faculty
 - Batch Contracts for TA
 - Contract for GA
 - Contract for TA
 - Current Job Data Status Report
 - Employee Job Profile
 - Position & Job Reporting Struc
 - TF/TA/GA Appt-Revision Form
 - Temp. Fac. Contract by Emplid**

The Find an Existing Value page displays.

2. Click the Search button.

TF Contract by Emplid


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 Criteria**

Run Control ID:

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

3. Click a Run Control ID link.

TF Contract by Emplid


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 Criteria**

Run Control ID:

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All [First](#)  1-11 of 11  [Last](#)

Run Control ID	Language Code
0	English

4. Enter information. (See the following list of field descriptions.)

TF Contract by Emplid

Run Control ID: 0 Report Manager Process Monitor Run

*Empl ID 99999999 Entitlement Faculty

*Contract FACULTY_AY1617_JMC

Due date: 07/06/2016

Dean's Name: Dean's Name

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

Field Description List: TF Contract by Emplid Page (above)

Field Name	Description
EmplID	Enter the employee id or use the magnifying lens to look up.
Contract Number	Use the magnifying lens to look up. Select the correct one by making sure it's the one that has just been created.
Due Date	Enter Due Date
Dean's Name	Enter the Dean's name or designee.

5. Click the Run button.

TF Contract by Emplid

Run Control ID: 0 Report Manager Process Monitor Run

*Empl ID 99999999 Entitlement Faculty

*Contract FACULTY_AY1617_JMC

Due date: 07/06/2016

Dean's Name: Dean's Name

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

The Process Scheduler Request page displays

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

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

7. Click the OK button.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Temp Fac. Contract by Emplid	SJTF006	SQR Report	Web	PDF	Distribution

The prior page displays.

A Process Instance is assigned.

8. Click the Process Monitor link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505043		SQR Report	SJTF006		04/11/2016 2:39:25PM PDT	Success	Posted	Details

9. Click Refresh to update the Run Status.

10. When Run Status shows Success, Distribution Status Posted, click the Details link.

1. Click the View Log/Trace link.

Process Detail

Process	
Instance	3505043
Type	SQR Report
Name	SJTF006
Description	Temp Fac. Contract by Emplid
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	0
Location	Server
Server	PSUNX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	04/11/2016 2:39:31PM PDT
Run Anytime After	04/11/2016 2:39:25PM PDT
Began Process At	04/11/2016 2:39:58PM PDT
Ended Process At	04/11/2016 2:40:03PM PDT
	Parameters Transfer Message Log Batch Timings View Log/Trace

OK Cancel

12. Click the PDF link.

View Log/Trace

Report		
Report ID	1197946	Process Instance
Name	SJTF006	Process Type
Run Status	Success	SQR Report
Temp Fac. Contract by Emplid		
Message Log		

Distribution Details		
Distribution Node	HASJPRJ	Expiration Date
		05/26/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF006_3505043.log	1,608	04/11/2016 2:40:03.137790PM PDT
sjtf006_3505043.PDF	8,289	04/11/2016 2:40:03.137790PM PDT
sjtf006_3505043.out	802	04/11/2016 2:40:03.137790PM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

13. Verify the data

An Academic Year contract will generate two pages.

GA contracts will not display a Total Term Salary.

14. Print the Contract.

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

TO: Entitlement Faculty

Date: April 11, 2016

On the recommendation of the Department/School of Journalism & Mass Comm 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:

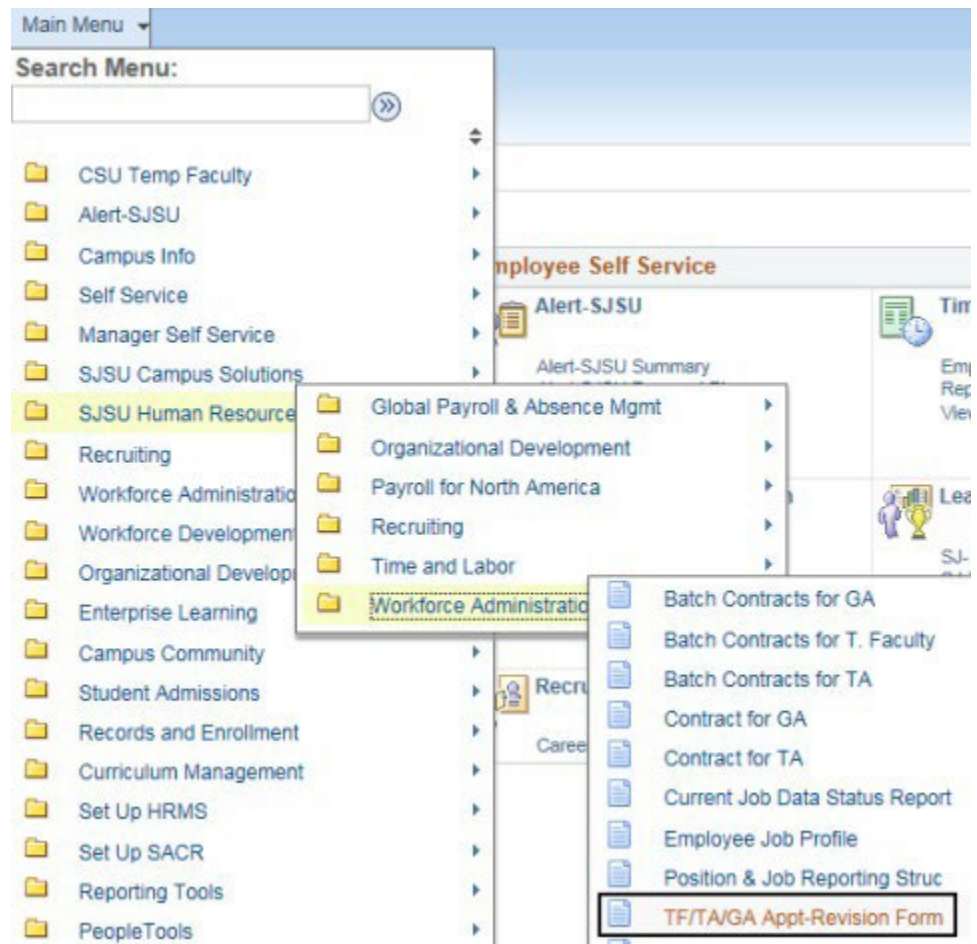
Appointment Type	Appointment Period	Effective Dates	
Part-time: 0.40 (6/15)	12.12 Entitlement - Yr 2 of 3 - Fall 2016 400 ENTITLEMENT	22-AUG-2016 to 23-DEC-2016	
Rank	Full-Time Base Salary	Actual Monthly Salary	Total Term Salary
Lecturer AY-A	\$4,117.00	\$1,646.80	\$9,880.80

You may be eligible to enroll in CSU Health Plans within 60 days from the date of hire if your appointment or combination of appointments totals .40 or greater in one or more semesters(0.50 for counselors & librarians). Please contact your benefits service representative at 924-2250 for more details.

Generate and Print the Appointment Form

The next step is to generate and print the Appointment Form. The form will be used to communicate the rehire data to Employee Support Services. They will perform the rehire process.

- Navigate to TF/TA/GA Appt-Revision Form:
Main Menu > SJSU Human Resources > Workforce Administration > TF/TA/GA/ Appt-Revision Form.



The Appt-Revision Form Find an Existing Value page displays.

2. Click the Search button.
3. Select a Run Control ID.

The parameters page displays.

4. Data entered in the fields will print on the appointment form. (See the following list of field descriptions.)
5. Enter the data to generate and populate data on the appointment form.
6. Optional: enter data entry for Funding Changes if this is a split funding between funds and/or department.
7. Click the Run button.

TF/TA/GA Appt-Revision Form

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Search Results

[View All](#) [First](#) 1-11 of 11 [Last](#)

TF/TA/GA Appt-Revision Form

Run Control ID: 0

[Report Manager](#)

[Process Monitor](#)

[Run](#)

*Empl ID: [Entitlement Faculty](#)

*Contract Desc.: [Q](#)

Select a form

New Appointment Form

Revision Form

Action Reason

Effective Date Action Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

Funding Changes

Department	Department Name	Fund Code	Class Field	Project	Percent	Effr 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](#)

Field Description List: TF/TA/GA Appt-Revision Form Page (above)

Field Name	Description
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 radio button to the left of it
Action Reason boxes	DTA APT for continuing appointments
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 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. 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.

The Process Scheduler Request page displays.

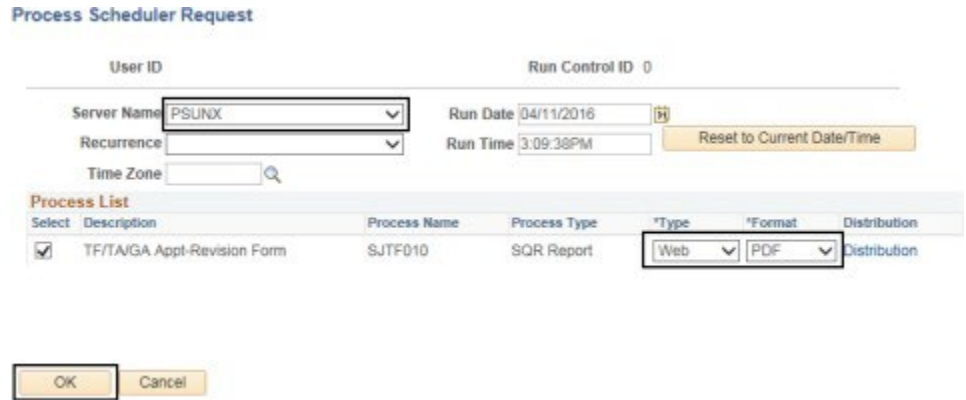
8. Verify settings if you are running this for the first time, otherwise settings remain.

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

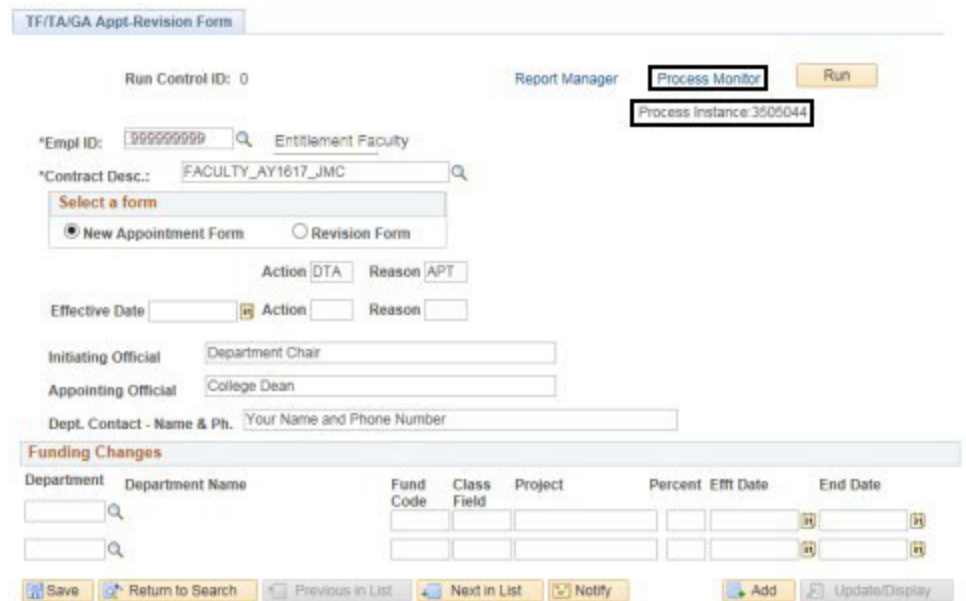
9. Click the OK button.

The prior page displays.

10. Click the Process Monitor link.



The screenshot shows the 'Process Scheduler Request' form. At the top, there are fields for 'User ID' and 'Run Control ID 0'. Below these are 'Server Name' (set to 'PSUNX'), 'Run Date' (04/11/2016), 'Recurrence', 'Run Time' (3:09:38PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is present. A 'Process List' table is shown with one entry: 'TF/TA/GA Appt-Revision Form' with process name 'SJTF010', type 'SQR Report', and format 'PDF'. The 'Type' and 'Format' dropdowns are highlighted with boxes. At the bottom are 'OK' and 'Cancel' buttons.



The screenshot shows the 'TF/TA/GA Appt-Revision Form' form. It includes a 'Run Control ID: 0' field and a 'Report Manager' section with 'Process Monitor' and 'Run' buttons. The 'Process Instance: 3505044' is displayed. The form contains fields for 'Empl ID' (099999999), 'Entitlement Faculty', 'Contract Desc.' (FACULTY_AY1617_JMC), and radio buttons for 'New Appointment Form' (selected) and 'Revision Form'. There are also fields for 'Action' (DTA), 'Reason' (APT), 'Effective Date', and 'Dept. Contact - Name & Ph.'. A 'Funding Changes' table is at the bottom with columns for Department, Department Name, Fund Code, Class Field, Project, Percent, Eff Date, and End Date. Navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display' are at the very bottom.

11. Click Refresh to update the Run Status.
12. When Run Status shows Success and Distribution Status shows Posted, click the Details link.

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run DateTime	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505044		SQR Report	SJTFF010		04/11/2016 3:09:38PM PDT	Success	Posted	Details
<input type="checkbox"/>	3505043		SQR Report	SJTFF006		04/11/2016 2:39:25PM PDT	Success	Posted	Details

Go back to TF/TA/GA Appt-Revision Form

Process List | Server List

13. Click the View Log/Trace link.

Process Detail

Process

Instance: 3505044 Type: SQR Report
 Name: SJTFF010 Description: TF/TA/GA Appt-Revision Form
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: 0
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On: 04/11/2016 3:10:37PM PDT
 Run Anytime After: 04/11/2016 3:09:38PM PDT
 Began Process At: 04/11/2016 3:11:03PM PDT
 Ended Process At: 04/11/2016 3:11:07PM PDT

Actions

Parameters Transfer
 Message Log
 Batch Timings

14. Click the PDF link.

View Log/Trace

Report

Report ID 1197947 Process Instance 3505044 Message Log
Name SJTF010 Process Type SQR Report
Run Status Success

TF/TA/GA Appt-Revision Form

Distribution Details

Distribution Node HASJPRJ Expiration Date 05/26/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF010_3505044.log	1,608	04/11/2016 3:11:07.192969PM PDT
sjtf010_3505044.PDF	8,927	04/11/2016 3:11:07.192969PM PDT
sjtf010_3505044.out	174	04/11/2016 3:11:07.192969PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	

[Return](#)

The Appointment Form displays.

15. Verify the data.

16. Print the form.

17. 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 04/11/16
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 924-2480

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
08/22/16	DTA	APT			

Employee ID	Empl Rcd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
999999999	0	Entitlement Faculty	000028160 FACULTY_AY1617_JMC	22-AUG-2016	0
Contract Type	Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date	SSI Counter
015-12.12 Entitlement - Yr 2 of 3	30-MAY-2017	30-MAY-2018	.400	21-AUG-2006	2

Current Contract Data											
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Sal Plan / Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2164	2016	4	00001330 / 1038 / Journalism & Mass Comm	2358	Lecturer AY-A	335 / 2	4117.00	1646.80	6.00000	0.400000	6/15
2172	2017	2	00001330 / 1038 / Journalism & Mass Comm	2358	Lecturer AY-A	335 / 2	4117.00	1646.80	6.00000	0.400000	6/15

Job History										
EffDt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pet	Comp Rate	
08/18/15	00001330	Data Change/New Temp Appointment	Lecturer AY-A	JournComm	0.600000	2,470.20	823.40	50.00	4,117.00	
08/21/14	00001330	Data Change/New Temp Appointment	Lecturer AY-A	JournComm	0.400000	1,646.80	0.00	0.00	4,117.00	
07/01/14	00001330	Pay Rate Change/Service Salary Increase	Lecturer AY-A	JournComm	0.400000	1,646.80	48.00	3.00	4,117.00	

Comments (i.e., special compensation instructions) Fall 2016 Cycle: 4-- 400 Entitlement. Year 2 of 3 Hire for AY 16/17 at 6.0 WTUs Spring 2017 Cycle: 2-- 400 Entitlement. Year 2 of 3 Hire for AY 16/17 at 6.0 WTUs	<table border="1"> <thead> <tr> <th>Funding</th> <th>Dept</th> <th>Fund</th> <th>Class</th> <th>Proj</th> <th>Pct</th> <th>Effdt</th> <th>End Date</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td>Current:</td> <td>1038</td> <td>70000</td> <td></td> <td></td> <td>100.00</td> <td>07/01/15</td> <td></td> <td>JournComm</td> </tr> <tr> <td>Change to</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name	Current:	1038	70000			100.00	07/01/15		JournComm	Change to																	
	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name																												
	Current:	1038	70000			100.00	07/01/15		JournComm																												
	Change to																																				

<table border="1"> <tr> <td>Department Chair</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td>Initiating Official</td> <td></td> <td></td> </tr> <tr> <td>College Dean</td> <td></td> <td></td> </tr> <tr> <td>Appointing Official</td> <td>Signature</td> <td>Date</td> </tr> </table>	Department Chair	Signature	Date	Initiating Official			College Dean			Appointing Official	Signature	Date	<table border="1"> <tr> <td>Department Contact:</td> </tr> <tr> <td>Name/Phone: Your Name and Phone Number</td> </tr> <tr> <td>FA Signoff/Date</td> </tr> <tr> <td>HR Signoff/Date</td> </tr> </table>	Department Contact:	Name/Phone: Your Name and Phone Number	FA Signoff/Date	HR Signoff/Date
Department Chair	Signature	Date															
Initiating Official																	
College Dean																	
Appointing Official	Signature	Date															
Department Contact:																	
Name/Phone: Your Name and Phone Number																	
FA Signoff/Date																	
HR Signoff/Date																	

Chapter 2f: Rehire a Temporary Faculty After a Break in Service

A break in service is someone whose job data HR Status is inactive. There would be a termination date in the Job Data too. They should be hired via CHRS Recruiting for Temporary Faculty

The following steps need to occur in either the department or dean's office depending on the college structure:

- Review POI Security Data
- Enter contract data in PeopleSoft
- Generate and Print the Terms and Conditions form
- Generate and print the Appointment Form
- Obtain signatures and upload forms to OnBase.

Review a Person's POI Relationship

It is important to review POI security data to ensure temp faculty have their SJSUOne login, email, Canvas, wireless, etc. created. This is critical for someone who has not been continuously reappointed. The faculty member should be rehired through CHRS Recruiting and will be integrated into SJSU@Work once the recruiting process is complete.

If a temp faculty member is being rehired continuously every semester or every year, then this process may be skipped.

Review the POI Relationship

Temp faculty that are rehired who worked in the current hiring department should have an active future hire POI record. If you do not see this, Faculty Services team to make sure the CHRS recruiting to SJSU@Work integration has been completed.

After reviewing the POI relationship, enter the contract data for the temp faculty.

Review Current Future Hire POI

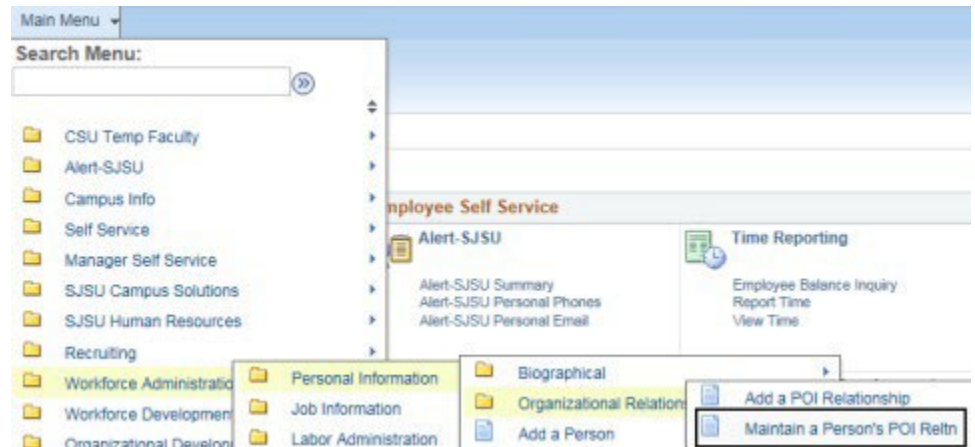
Temp faculty who worked in the current hiring department may already have a POI but the Security data or POI History data should be updated via integration.

Check the POI security data to ensure the data is there. Temporary Faculty must be entered as a Future Hire.

1. Navigate to Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Maintain a Person's POI Reltn

The Maintain POI Types page displays.

2. Enter Empl ID to Find an Existing Value Tab.
3. Click the Search button.



Maintain POI Types

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

Find an Existing Value

Search Criteria

Empl ID:	begins with	999999999
Person of Interest Type:	begins with	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Second Last Name:	begins with	
Alternate Character Name:	begins with	

Include History Correct History Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

- 4.
5. The POI type Future Hire should appear containing your department security data.

If there is no Future Hire POI or the Future Hire data is not current, contact Faculty Services.

Edit POI Relationship

Temp Faculty Person ID:

Person of Interest Type: Future Hire

Security Data Find | View All First 1 of 1 Last

*Effective Date: 03/16/2015

*Security Access Type	Enabled	Value 1	Value 2
BUSINESS UNIT	<input checked="" type="checkbox"/>	Business Unit SJ000	
LOCATION	<input type="checkbox"/>	Business Unit SJ000	Location Code 0055
POI DEPARTME	<input type="checkbox"/>	SetID SJ000	Department 1038

Person of Interest History Personalize | Find | First 1-2 of 2 Last

	*Effective Date	*Status	Planned Exit	More Information
1	11/15/2016	I		
2	03/16/2015	A	11/14/2016	Lecturer B - JMC

Example result of No matching values were found

Maintain POI Types

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

Find an Existing Value

Search Criteria

Empl ID: begins with 999999999

Person of Interest Type: begins with

Name: begins with

Last Name: begins with

Second Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.

If the results yield multiple POI Types, select 00100. It is the code for Future Hire.

If POI Type 00100 is not listed, then it needs to be added. To add the Future Hire POI, go to page x.

Maintain POI Types

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

Find an Existing Value

Search Criteria

Empl ID: begins with 999999999

Person of Interest Type: begins with

Name: begins with

Last Name: begins with

Second Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

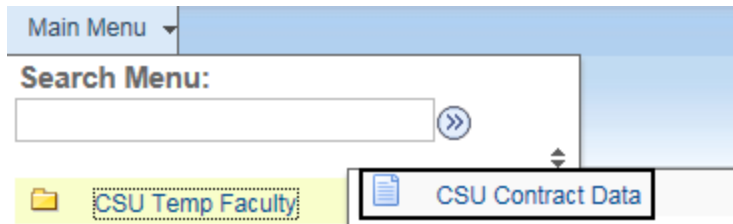
View All First 1-2 of 2 Last

Empl ID	Person of Interest Type	Name	Last Name	Second Name	Second Last Name	Alternate Character Name	Middle Name
999999999	00009	Temp Faculty	FACULTY	(blank)	FACULTY	(blank)	(blank)
999999999	00100	Temp Faculty	FACULTY	(blank)	FACULTY	(blank)	(blank)

Complete the Contract Data pages

Enter contract data in the CSU Contract Data component of PeopleSoft.

1. Navigate to CSU Contract Data: Main Menu > CSU Temp Faculty > CSU Contract Data.



The CSU Contract Data page displays.

2. Enter Empl ID to Find an Existing Value Tab.
3. Click the Search button.

Note: This is to double-check there is not a contract in existence.

CSU Contract Data

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 Criteria

Empl ID: begins with [input field]

CSU Contract Number: begins with [input field]

Department: begins with [input field]

Contract Status: = [dropdown]

Term: begins with [input field]

Description: begins with [input field]

Name: begins with [input field]

Last Name: begins with [input field]

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All First 1-27 of 27

Empl ID	CSU Contract Number	Term	Department	Description	Contract Status Name	Last
00		024	1038		Active	
00		032	1038		Active	

4. Click the Add a New Value tab.

CSU Contract Data

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 Criteria**

Empl ID:

CSU Contract Number:

Department:

Contract Status:

Term:

Description:

Name:

Last Name:

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

5. Enter the following data:

- EMPLID: Enter the ID
- CSU Contract Number: Leave as NEW
- Department: Enter your 4-digit department number

6. Click the Add button.

CSU Contract Data

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

Empl ID:

CSU Contract Number:

Department:

[Add](#)

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

The Contract Status/Content page displays.

The screenshot shows the 'Contract Status/Content' page for a 'Temp Faculty' with 'Person ID: 999999999'. The page is divided into two main sections: 'Contract Status/Content' and 'TF Contract Detail'.
 In the 'Contract Status/Content' section, the following fields are visible:
 - CSU Contract #: NEW
 - *Eff Date: 04/13/2016 (with a calendar icon)
 - Effective Sequence: 0
 - *Contract Status: Active (dropdown menu)
 - Entitlement: (empty field)
 - Reg Region: USA (with a search icon)
 - Contract Type: (empty field with search icon)
 - Approved by: (checkboxes for Approver1, Approver2, Approver3)
 - DeptID: 1038
 - Contract Desc: (empty field)
 - Term End Date: (empty field with calendar icon)
 - Multiple Term End Date: (empty field with calendar icon)
 In the 'TF Contract Detail' section, the following fields are visible:
 - *Position Nbr: (empty field with search icon)
 - Department: 1038
 - Term: (empty field with search icon)
 - Cycle: (empty field with search icon)
 - *Late Start?: N (with search icon)
 - Academic Days Paid: (checkbox)
 - Bus. Unit: (empty field)
 - Job Code: (empty field)
 - *Comp Rate: (empty field)
 - Total WTU: 0.00000
 - Comments: (text area)
 At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

7. Enter information about the overall contract. (See the following list of field descriptions.)

This screenshot is similar to the one above but highlights several fields with red boxes to indicate where information should be entered:
 - *Eff Date: 08/22/2016
 - Contract Desc: FACULTY_AY1616_JMC
 - Term End Date: 05/30/2017
 - Contract Type: 006
 The 'Approved by' section shows three unchecked checkboxes for Approver1, Approver2, and Approver3.

Field Description List: Contract Status Content Page (above)

Field Name	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: FACULTY_AY1617_JMC
Contract Expected End Date	Enter the last date of the Appointment.
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. Complete the TF Contract Detail (bottom section). (See the following list of field descriptions.)
9. Enter the Position Nbr: Use the magnifying lens to search for it if unknown.
10. 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.

The screenshot shows the 'TF Contract Detail' form with the following fields and values:

- *Position Nbr:** 00001330 (with a magnifying glass icon)
- Department:** 1038 Journalism & Mass Comm
- Term:** 2164 (with a magnifying glass icon)
- Cycle:** 4 (with a magnifying glass icon)
- *Comp Rate:** 3605.000000
- Total WTU:** 3.00000
- Comments:** Hire for Fall 2016 at 3.0 WTUs

Field Description List: TF Contract Detail Page (above)

Field Name	Description
Term	Enter term in a four digit format: 2164 = Fall 2016 or 2172=Spring 2017.
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 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.

11. Click the Add + icon to insert another semester if needed.

(This example is for an academic year appointment - Fall & Spring, an additional row must be inserted.)

Notice on the top right hand corner it says 2 of 2. That indicates there is another semester: 1 of 2.

12. Repeat the same data entry as the first row.

Enter a different Total WTU if the Spring appointment is different.

13. Navigate to the TF Contract Total page.

The TF Contract Total page displays.

14. Enter Letter Code: CNI.

Review all data for accuracy.

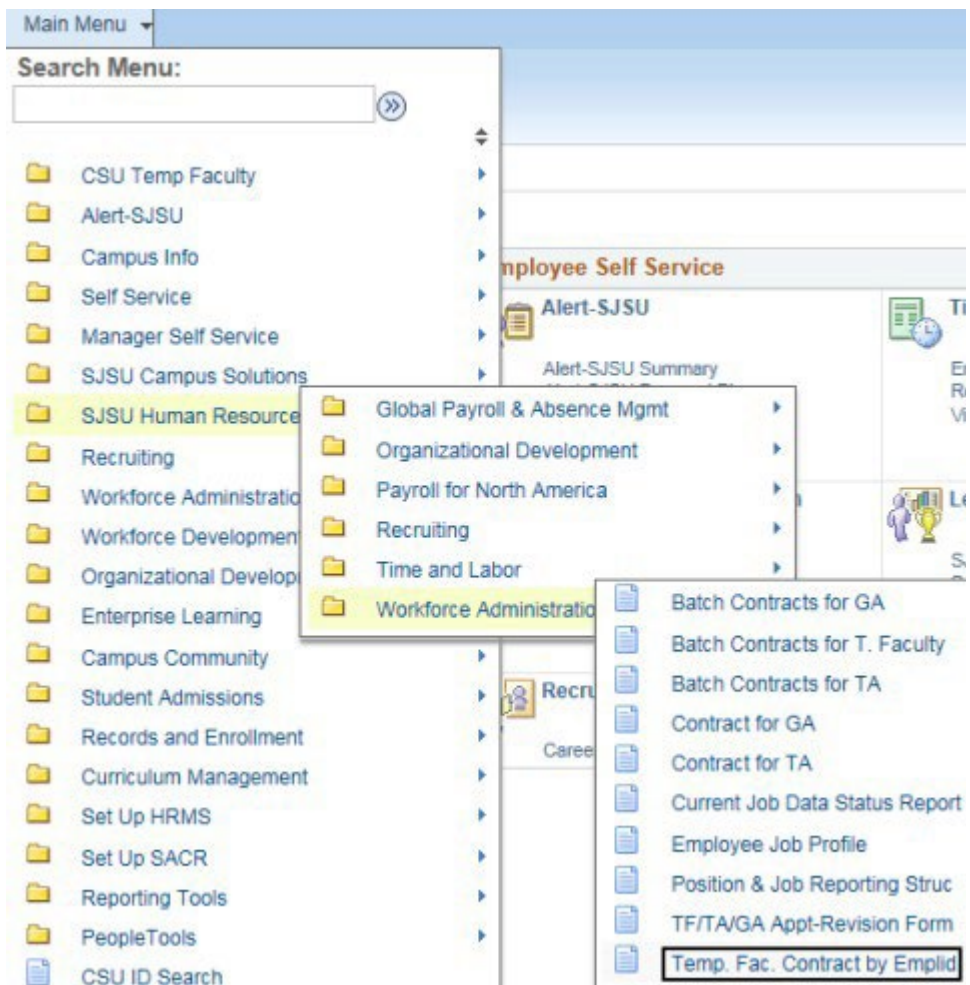
15. Click the Save button.

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd DTM	Last Upd By
Lecturer AY-A	1038	Journalism & Mass Comm	2358	335	2	2164	3605.000000	0.200000	1/5	721.000	4326.000	3.00000	<input checked="" type="checkbox"/>	CNI			
Lecturer AY-A	1038	Journalism & Mass Comm	2358	335	2	2172	3605.000000	0.200000	1/5	721.000	4326.000	3.00000	<input checked="" type="checkbox"/>	CNI			

Generate and Print the Terms and Conditions form

The Terms and Conditions 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. Navigate to the Contract: Main Menu > SJSU Human Resources > Workforce Administration > Temp Fac Contract by Emplid or Contract for TA or Contract for GA.



The Find an Existing Value page displays.

2. Click the Search button.

TF Contract by Emplid


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 Criteria**

Run Control ID:

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

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

3. Click a Run Control ID link.

TF Contract by Emplid


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 Criteria**

Run Control ID:

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All [First](#)  1-11 of 11  [Last](#)

Run Control ID	Language Code
0	English

4. Enter information. (See the following list of field descriptions.)

Field Description List: TF Contract by Emplid Page (above)

Field Name	Description
EmplID	Enter the empl id or use the magnifying lens to look up.
Contract Number	Use the magnifying lens to look up. Select the correct one by making sure it's the one that has just been created.
Due Date	Required for TA & GA. Optional for Temp Faculty
Dean's Name	Enter the Dean's name or designee. <i>Note: TA & GA Contracts Supervisors Name & Phone must be entered.</i>

5. Click the Run button.

The Process Scheduler Request page displays

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

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

7. Click the OK button.

The prior page displays.

8. Click the Process Monitor link.

9. Click Refresh to update the Run Status.

10. When Run Status shows Success, Distribution Status Posted, click the Details link.

Process Scheduler Request

User ID: _____ Run Control ID: 0

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Temp Fac. Contract by Emplid	SJTF006	SQR Report	Web	PDF	Distribution

TF Contract by Emplid

Run Control ID: 0 Report Manager

Process Instance: 3505053

*Empl ID: Temp Faculty

*Contract:

Due date:

Dean's Name:

View Process Request For

User ID: Type: Last: 1 Days

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"/>	3505053		SQR Report	SJTF006		04/13/2016 11:27:25AM PDT	Success	Posted	<input type="button" value="Details"/>

Go back to TF Contract by Emplid

Process List | Server List

1. Click the View Log/Trace link.

Process Detail

Process	
Instance	3505053
Type	SQR Report
Name	SJTF006
Description	Temp Fac. Contract by Emplid
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	0
Location	Server
Server	PSUNX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	04/13/2016 11:30:24AM PDT
Run Anytime After	04/13/2016 11:27:25AM PDT
Began Process At	04/13/2016 11:30:50AM PDT
Ended Process At	04/13/2016 11:30:58AM PDT
	Parameters Transfer Message Log Batch Timings View Log/Trace

OK Cancel

12. Click the PDF link.

View Log/Trace

Report			
Report ID	1197956	Process Instance	3505053
Name	SJTF006	Process Type	SQR Report
Run Status	Success		
Temp Fac. Contract by Emplid			

Distribution Details	
Distribution Node	HASJPRJ
Expiration Date	05/28/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF006_3505053.log	1,608	04/13/2016 11:30:58.352365AM PDT
sjtf006_3505053.PDF	8,212	04/13/2016 11:30:58.352365AM PDT
sjtf006_3505053.out	802	04/13/2016 11:30:58.352365AM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

13. Verify the data.

An Academic Year contract will generate two pages.

GA contracts will not display a Total Term Salary.

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

TO: Temp Faculty

Date: April 13, 2016

On the recommendation of the Department/School of Journalism & Mass Comm 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:

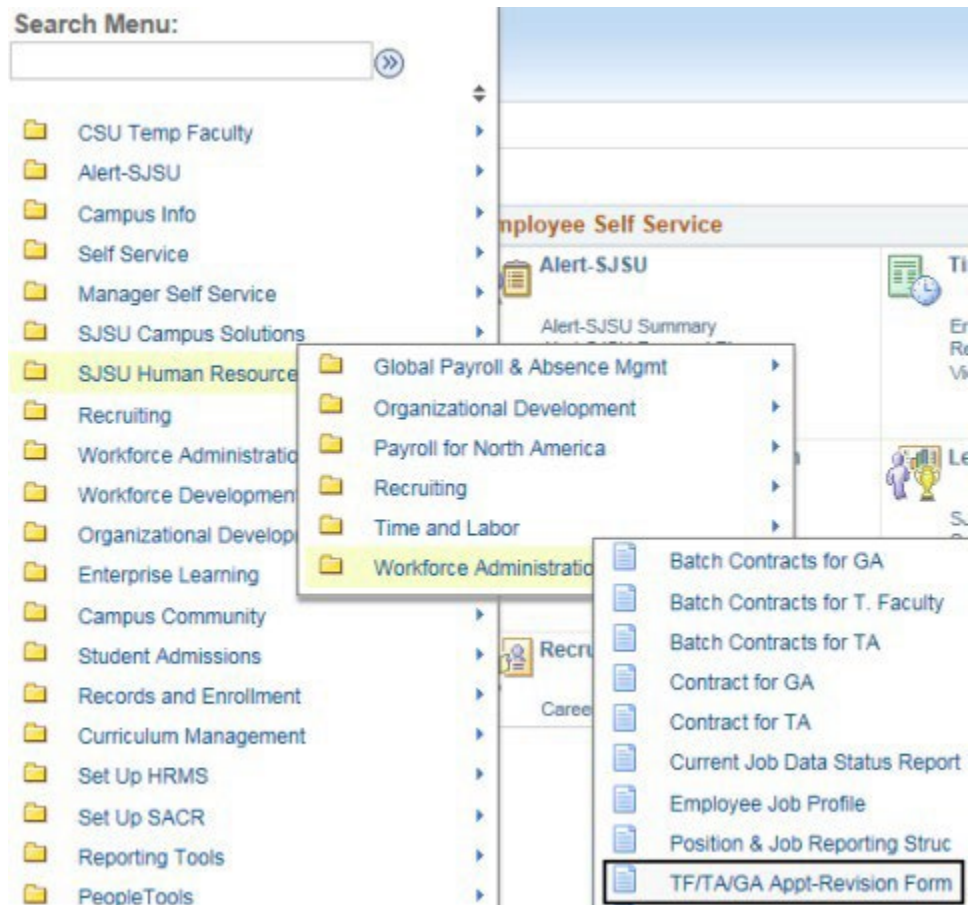
Appointment Type	Appointment Period	Effective Dates	
Part-time: 0.20 (1/5)	Academic Year Appointment - Fall 2016	22-AUG-2016 to 23-DEC-2016	
Rank	Full-Time Base Salary	Actual Monthly Salary	Total Term Salary
Lecturer AY-A	\$3,605.00	\$721.00	\$4,326.00

You may be eligible to enroll in CSU Health Plans within 60 days from the date of hire if your appointment or combination of appointments totals .40 or greater in one or more semesters(0.50 for counselors & librarians). Please contact your benefits service representative at 924-2250 for more details.

Generate and Print the Appointment Form

The next step is to generate and print the Appointment Form. The form will be used to communicate the rehire data to Employee Support Services. They will perform the rehire process.

1. Navigate to TF/TA/GA Appt-Revision Form:
Main Menu > SJSU Human Resources > Workforce Administration > TF/TA/GA/Appt-Revision Form.



The Appt-Revision Form Find an Existing Value page displays.

2. Click the Search button.
3. Select a Run Control ID.

TF/TA/GA Appt-Revision Form

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Search Results

View All First 1-11 of 11 Last

Run Control ID	Language Code
0	English

The parameters page displays.

4. Data entered in the fields will print on the appointment form. (See the following list of field descriptions.)
5. Enter the data to generate and populate data on the appointment form.
6. Optional: enter data entry for Funding Changes if this is a split funding between funds and/or department.
7. Click the Run button.

TF/TA/GA Appt-Revision Form

Run Control ID: 0 Report Manager Process Monitor **Run**

*Empl ID: Temp Faculty

*Contract Desc.:

Select a form

New Appointment Form Revision Form

Action REH Reason REH

Effective Date Action Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

Funding Changes

Department	Department Name	Fund Code	Class Field	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"/>
<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

Field Description List: TF/TA/GA Appt-Revision Form Page (above)

Field Name	Description
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 radio button to the left of it
Action Reason boxes	Action Reason: REH REH for temp faculty/TA/GA who have a break in service.
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 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. Make sure the total percentage is 100 percent.

Field Name	Description
------------	-------------

Effrt 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.

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 the OK button.

The prior page displays.

10. Click the Process Monitor link.

1. Click Refresh to update the Run Status.
12. When Run Status shows Success and Distribution Status shows Posted, click the Details link.

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days

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"/>	3505054		SQR Report	SJTF010		04/13/2016 1:36:23PM PDT	Success	Posted	Details
<input type="checkbox"/>	3505053		SQR Report	SJTF006		04/13/2016 11:27:25AM PDT	Success	Posted	Details

Go back to TF/TA/GA Appt-Revision Form

Process List | Server List

13. Click the View Log/Trace link.

Process Detail

Process

Instance: 3505054 Type: SQR Report
 Name: SJTF010 Description: TF/TA/GA Appt-Revision Form
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: 0
 Location: Server
 Server: PSUNX
 Recurrence: Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On: 04/13/2016 1:40:54PM PDT
 Run Anytime After: 04/13/2016 1:36:23PM PDT
 Began Process At: 04/13/2016 1:41:22PM PDT
 Ended Process At: 04/13/2016 1:41:26PM PDT

Parameters Transfer
 Message Log
 Batch Timings

14. Click the PDF link.

View Log/Trace

Report

Report ID 1197957 Process Instance 3505054 [Message Log](#)
Name SJTF010 Process Type SQR Report
Run Status Success

TF/TA/GA Appt-Revision Form

Distribution Details

Distribution Node HASJPRJ Expiration Date 05/28/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF010_3505054.log	1,608	04/13/2016 1:41:26.376688PM PDT
sjtf010_3505054.PDF	8,876	04/13/2016 1:41:26.376688PM PDT
sjtf010_3505054.out	174	04/13/2016 1:41:26.376688PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	

[Return](#)

The Appointment Form displays.

15. Verify the data.

16. Print the form.

17. 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 04/13/16
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 924-2450

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
08/22/16	REN	REN			

Employee ID	Empl End	Employee Name	Contract Number & Description	Effective Date	Empl Seq
999999999	0	Temp Faculty	999928161 FACULTY_AY1617_JMC	22-AUG-2016	0
Contract Type	Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date	SSI Counter
001-Academic Year Appointment	30-MAY-2017			24-JAN-2006	3

Current Contract Data											
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Sal Plan / Grade	Coup Rate	Actual Coup	WTU	FTE	Fraction
2164	2016	4	00001330 / 1038 / Journalism & Mass Comm	2558	Lecturer AY-A	335 / 2	3605.00	721.00	3.00000	0.200000	1/5
2172	2017	2	00001330 / 1038 / Journalism & Mass Comm	2558	Lecturer AY-A	335 / 2	3605.00	721.00	3.00000	0.200000	1/5

Job History										
Empl	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Coup	Chg Amt	Chg Pct	Coup Rate	
08/02/06	00001330	Termination/End Temporary Appointment	Lecturer AY-A	JournComm	0.200000	721.00	0.00	0.00	3,605.00	
07/01/06	00001330	Pay Rate Change/General Salary Increase	Lecturer AY-A	JournComm	0.200000	721.00	21.00	3.00	3,605.00	
05/31/06	00001330	Data Change/Conversion	Lecturer AY-A	JournComm	0.200000	700.00	0.00	0.00	3,500.00	

Comment: (i.e., special composition instructions) Fall 2016 Cycle:4--Hire for Fall 2016 at 3.0 WTU's Spring 2017 Cycle:2--Hire for Spring 2017 at 3.0 WTU's	<table border="1"> <thead> <tr> <th>Funding</th> <th>Dept</th> <th>Fund</th> <th>Class</th> <th>Proj</th> <th>Pct</th> <th>Empl</th> <th>End Date</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>1038</td> <td>70000</td> <td></td> <td></td> <td>100.00</td> <td>07/01/15</td> <td></td> <td>JournComm</td> </tr> <tr> <td>Change to</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Funding	Dept	Fund	Class	Proj	Pct	Empl	End Date	Department Name	Current	1038	70000			100.00	07/01/15		JournComm	Change to																	
	Funding	Dept	Fund	Class	Proj	Pct	Empl	End Date	Department Name																												
	Current	1038	70000			100.00	07/01/15		JournComm																												
	Change to																																				
<table border="1"> <tr> <td>Department Chair</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td>College Dean</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td>Appointing Official</td> <td>Signature</td> <td>Date</td> </tr> </table>	Department Chair	Signature	Date	College Dean	Signature	Date	Appointing Official	Signature	Date	<table border="1"> <tr> <td>Department Contact</td> <td>Name/Phone</td> <td>Temp Faculty Processor's Name and Phone Number</td> </tr> <tr> <td>FA Signoff/Date</td> <td></td> <td></td> </tr> <tr> <td>HR Signoff/Date</td> <td></td> <td></td> </tr> </table>	Department Contact	Name/Phone	Temp Faculty Processor's Name and Phone Number	FA Signoff/Date			HR Signoff/Date																				
Department Chair	Signature	Date																																			
College Dean	Signature	Date																																			
Appointing Official	Signature	Date																																			
Department Contact	Name/Phone	Temp Faculty Processor's Name and Phone Number																																			
FA Signoff/Date																																					
HR Signoff/Date																																					

Chapter 2g: Rehire a TA or GA After a Break In Service

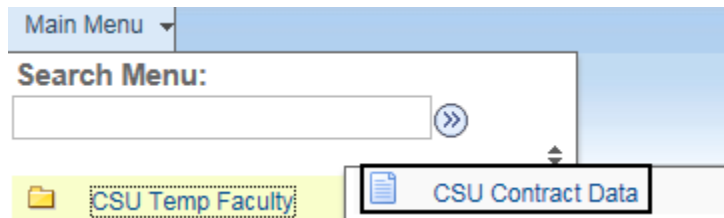
The process to rehire Teaching Associates or Graduate Assistants does not require the Person of Interest to be maintained since they are already in the system as students. The following steps need to occur in either the department or dean’s office depending on the college structure:

- Enter contract data in PeopleSoft
- Generate and Print the contract
- Generate and print the Appointment Form
- Obtain signatures and send to Employee Support Services via your Dean’s Office.

Complete the Contract Data pages

Enter contract data in the CSU Contract Data component of PeopleSoft.

1. Navigate to CSU Contract Data:Main Menu > CSU Temp Faculty > CSU Contract Data.



The CSU Contract Data page displays.

2. Enter Empl ID to Find an Existing Value Tab.
3. Click the Search button.

Note: This is to double-check there is not a contract in existence.

CSU Contract Data

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 Criteria

Empl ID: begins with ▼ 999999999

CSU Contract Number: begins with ▼

Department: begins with ▼

Contract Status: = ▼

Term: begins with ▼

Description: begins with ▼

Name: begins with ▼

Last Name: begins with ▼

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Empl ID	CSU Contract Number	Term	Department	Description	Contract St
999999999	000009565	2072	1038	GA_ASSISTANT_S07	Active

4. Click the Add a New Value tab.

CSU Contract Data

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 Criteria**

Empl ID:

CSU Contract Number:

Department:

Contract Status:

Term:

Description:

Name:

Last Name:

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

5. Enter the following data:

- EMPLID: Enter the ID
- CSU Contract Number: Leave as NEW
- Department: Enter your 4-digit department number

6. Click the Add button.

CSU Contract Data

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

Empl ID:

CSU Contract Number:

Department:

[Add](#)

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

The Contract Status/Content page displays.

The screenshot shows the 'Contract Status/Content' page for a Graduate Assistant (Person ID: 999999999). The page is divided into two main sections: 'Contract Status/Content' and 'TF Contract Detail'.
 In the 'Contract Status/Content' section, the following fields are visible:
 - CSU Contract #: NEW
 - *Eff Date: 04/13/2016
 - *Contract Status: Active
 - Reg Region: USA
 - Contract Type: (empty)
 - Approved by: (empty)
 - DeptID: 1038
 - Contract Desc: (empty)
 - Effective Sequence: 0
 - Entitlement: (empty)
 - Term End Date: (empty)
 - Multiple Term End Date: (empty)
 In the 'TF Contract Detail' section, the following fields are visible:
 - *Position Nbr: (empty)
 - Department: 1038
 - Term: (empty)
 - *Late Start?: N
 - Comments: (empty)
 - Bus. Unit: (empty)
 - Job Code: (empty)
 - *Comp Rate: (empty)
 - Total WTU: 0.00000
 At the bottom of the page, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History.

7. Enter information about the overall contract. (See the following list of field descriptions.)

This screenshot shows the same 'Contract Status/Content' page as above, but with several fields populated with specific values:
 - *Eff Date: 08/22/2016
 - Contract Desc: GA_ASSISTANT_F16_JMC
 - Term End Date: 12/23/2016
 - Contract Type: 006
 The other fields remain the same as in the previous screenshot.

Field Description List: Contract Status Content Page (above)

Field Name	Description
Eff Date	Override with the first date of the contract.
Contract Desc	Enter a name for the contract. Include GA or TA for graduate assistant or teaching assistant, the Last Name, Dept Name and Term. Example: GA_ASSISTANT_F17_CE
Contract Expected End Date	Enter the last date of the Appointment.
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. Complete the TF Contract Detail (bottom section). (See the following list of field descriptions.)
9. Enter the Position Nbr: Use the magnifying lens to search for it if unknown.
10. 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.

The screenshot shows the 'TF Contract Detail' form with the following fields and values:

- *Position Nbr:** 00002242 (with a magnifying glass icon)
- Graduate Assistant** (text)
- Bus. Unit:** SJ000 SJSU
- Department:** 1038 Journalism & Mass Comm
- Job Code:** 2355 **Sal Plan/Grd:** 115 / 1
- Term:** 2164 (with a magnifying glass icon)
- Cycle:** 4 (with a magnifying glass icon)
- *Comp Rate:** 2500.000000
- *Late Start?:** N (with a magnifying glass icon)
- Academic Days Paid:** (empty field)
- Total WTU:** 0.000000
- Comments:** Rehire for Fall 2016 at 3.0 WTUs

Field Description List: TF Contract Detail Page (above)

Field Name	Description
Term	Enter term in a four digit format: 2164 = Fall 2016 or 2172=Spring 2017.
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 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.

11. Click the Add + icon to insert another semester if needed.

(This example is for an academic year appointment - Fall & Spring, an additional row must be inserted.)

Notice on the top right hand corner it says 2 of 2. That indicates there is another semester: 1 of 2.

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

*Position Nbr: [] Bus. Unit: []

Department: 1038 Job Code: Sal Plan/Grd: / []

Term: [] Cycle: [] *Comp Rate: []

*Late Start? N Academic Days Paid: [] Total WTU: 0.00000

Comments: []

12. Repeat the same data entry as the first row but for the spring semester.

Enter a different Total WTU if the Spring appointment is different.

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

*Position Nbr: 00002242 Graduate Assistant Bus. Unit: SJ000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2355 Sal Plan/Grd: 115 / 1

Term: 2172 Cycle: 2 *Comp Rate: 2500.00000

*Late Start? N Academic Days Paid: [] Total WTU: 3.00000

Comments: Rehire for Spring 2017

13. Navigate to the TF Contract Total page.

Contract Status/Content TF Contract Total

Graduate Assistant Person ID: 999999999

Contract Status/Content View All 1 of 1

CSU Contract #: NEW DeptID: 1038

*Eff Date: 08/22/2016 Effective Sequence: 0 Contract Desc: GA_ASSISTANT_F16_JMC

*Contract Status: Active Entitlement: [] Term End Date: 12/23/2016

Reg Region: USA Multiple Term End Date: []

Contract Type: 006 Semester Appointment

Approved by: [] Approver1 [] Approver2 [] Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00002242 Graduate Assistant AY Bus. Unit: SJ000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2355 Sal Plan/Grd: 115 / 1

Term: 2164 Cycle: 4 *Comp Rate: 2500.00000

*Late Start? N Academic Days Paid: [] Total WTU: 0.00000

Comments: Rehire for Fall 2016 at 3.0 WTUs

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

The TF Contract Total page displays.

14. Enter Letter Code: CNI.

Review all data for accuracy.

15. Click the Save button.

The screenshot shows a web application interface for 'TF Contract Total'. At the top, it displays 'Contract Status/Content | TF Contract Total' and 'Person ID: 99999999'. Below this, the 'Contract Data' section shows 'CSU Contract Number: NEW', 'DeptID: 1038', 'Eff Date: 08/22/2016', and 'Eff Seq: 0'. The 'Contract Total Detail' table lists the following information:

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decrmt	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd D/Tm	Last Upd By
Graduate Assistant	1038	Journalism & Mass Comm	2355	115	1	2164	2500.000000	0.200000	1/5	500.000	3000.000	3.00000	<input checked="" type="checkbox"/>	CNI			

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Generate and Print the Terms and Conditions form

The contract will be generated and printed after creating it. At this step, navigate to the Contract for TA or the Contract for GA depending on the employee's job.

1. Navigate to the Contract: Main Menu > SJSU Human Resources > Workforce Administration > Contract for TA or Contract for GA.

The screenshot shows the 'Main Menu' dropdown in a web application. The 'Search Menu' is active, displaying a list of folders. The 'SJSU Human Resources' folder is highlighted, and its sub-menu is open, showing 'Global Payroll & Absence Mgmt', 'Organizational Development', 'Payroll for North America', 'Recruiting', 'Time and Labor', and 'Workforce Administration'. The 'Workforce Administration' folder is also highlighted, and its sub-menu is open, showing 'Batch Contracts for GA', 'Batch Contracts for T. Faculty', 'Batch Contracts for TA', 'Contract for GA', and 'Contract for TA'. The 'Contract for GA' option is highlighted with a black box.

The Find an Existing Value page displays.

2. Click the Search button.

Contract for GA

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

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

Contract for GA

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Search Results

[View All](#) [First](#) [1-11 of 11](#) [Last](#)

Run Control ID	Language Code
0	English

3. Click a Run Control ID link.

4. Enter information. (See the following list of field descriptions.)

Field Description List: TF Contract by Emplid Page (above)

Field Name	Description
EmplID	Enter the empl id or use the magnifying lens to look up.
Contract Number	Use the magnifying lens to look up. Select the correct one by making sure it's the one that has just been created.
Due Date	Required for TA & GA.
Dean's Name	Enter the Dean's name or designee.
Supervisor's Name & Phone	TA & GA's Supervisors Name & Phone must be entered.

5. Click the Run button.

The Process Scheduler Request page displays

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

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

7. Click the OK button.

Process Scheduler Request

User ID _____ Run Control ID 0

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TA or GA Contract by Emplid	SJTF011	SQR Report	Web	PDF	Distribution

The prior page displays.

8. Click the Process Monitor link.

A Process Instance number will appear.

GA Contract by Emplid

Run Control ID: 0 Report Manager

Process Instance: 3505059

*Empl ID: Graduate Assistant

*Contract:

Due Date:

Dean's Name:

Supervisor's Name & Phone:

Process List | **Server List**

View Process Request For

User ID Type Last 1 Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505059		SQR Report	SJTF011		04/15/2016 8:29:53AM PDT	Success	Posted	<input type="button" value="Details"/>

Go back to Contract for GA

Process List | Server List

9. Click Refresh to update the Run Status.

10. When Run Status shows Success, Distribution Status Posted, click the Details link.

11. Click the View Log/Trace link.

Process Detail

Process	
Instance 3505059	Type SQR Report
Name SJTF011	Description TA or GA Contract by Emplid
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID 0	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="checkbox"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 04/15/2016 8:31:38AM PDT	Parameters Transfer
Run Anytime After 04/15/2016 8:29:53AM PDT	Message Log
Began Process At 04/15/2016 8:32:04AM PDT	Batch Timings
Ended Process At 04/15/2016 8:32:07AM PDT	View Log/Trace

OK Cancel

12. Click the PDF link.

View Log/Trace

Report		
Report ID 1197962	Process Instance 3505059	Message Log
Name SJTF011	Process Type SQR Report	
Run Status Success		

TA or GA Contract by Emplid

Distribution Details		
Distribution Node HASJPRJ	Expiration Date	05/30/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF011_3505059.log	1,608	04/15/2016 8:32:07.253968AM PDT
sjtf011_3505059.PDF	6,070	04/15/2016 8:32:07.253968AM PDT
sjtf011_3505059.out	238	04/15/2016 8:32:07.253968AM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

13. Verify the data.

An Academic Year contract will generate two pages.

GA contracts will not display a Total Term Salary.

Statement of Terms and Conditions of Employment

College of Applied Sci & Arts
San Jose State University

TO: Graduate Assistant

Date: April 15, 2016

On the recommendation of the Department/School of Journalism & Mass Comm 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 November 9, 2010 - September 30, 2013. For details on the California Loyalty oath please visit http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml. 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 Part-time: 0.20 (1/5)	Appointment Period Semester Appointment - Fall 2016	Effective Dates 22-AUG-2016 to 23-DEC-2016
Rank Graduate Assistant AY	Full Time Monthly Base \$2,500.00	

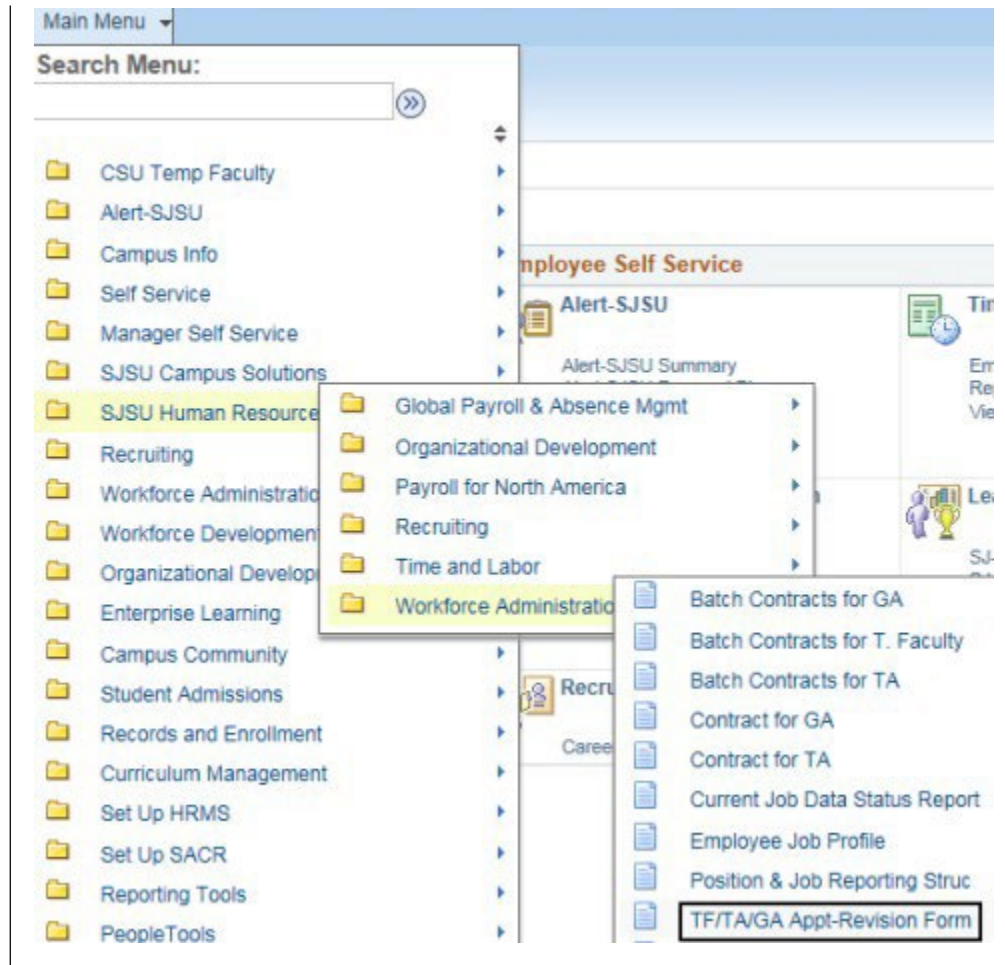
Supervisor's Contact Name & Campus Phone: Graduate Associate's Supervisor and Phone Number

For additional information please refer to the Academic Senate policy at <http://www.sjsu.edu/senate/docs/S00-7.pdf> or

Generate and Print the Appointment Form

The next step is to generate and print the Appointment Form. The form will be used to communicate the rehire data to Employee Support Services. They will perform the rehire process.

1. Navigate to TF/TA/GA Appt-Revision Form:
Main Menu > SJSU Human Resources > Workforce Administration > TF/TA/GA/Appt-Revision Form.



The Appt-Revision Form Find an Existing Value page displays.

2. Click the Search button.
3. Select a Run Control ID.

The parameters page displays.

4. Data entered in the fields will print on the appointment form. (See the following list of field descriptions.)
5. Enter the data to generate and populate data on the appointment form.
6. Optional: enter data entry for Funding Changes if this is a split funding between funds and/or department.
7. Click the Run button.

TF/TA/GA Appt-Revision Form

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 Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Search Results

View All First 1-11 of 11 Last

TF/TA/GA Appt-Revision Form

Run Control ID: 0 Report Manager Process Monitor [Run](#)

*Empl ID: 99999999 / Graduate Assistant

*Contract Desc.: GA_ASSISTANT_F16_JMC

Select a form

New Appointment Form Revision Form

Action REH Reason REH

Effective Date Action Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

Funding Changes

Department	Department Name	Fund Code	Class Field	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"/>
<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](#)

Field Description List: TF/TA/GA Appt-Revision Form Page (above)

Field Name	Description
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 radio button to the left of it
Action Reason boxes	Action Reason: 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 – 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 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. 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.

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 the OK button.

The prior page displays.

10. Click the Process Monitor link.

11. Click Refresh to update the Run Status.

12. When Run Status shows Success and Distribution Status shows Posted, click the Details link.

Process Scheduler Request

User ID: _____ Run Control ID: 0

Server Name: Run Date:
 Recurrence: Run Time:
 Time Zone:

Process List

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

TF/TA/GA Appt-Revision Form

Run Control ID: 0 Report Manager

*Empl ID: Graduate Assistant

*Contract Desc.:

Select a form
 New Appointment Form Revision Form

Action: Reason:

Effective Date: Action: Reason:

Initiating Official:

Appointing Official:

Dept. Contact - Name & Ph.

Funding Changes

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

Process List

View Process Request For

User ID: Type: Last: 1 Days
 Server: Name: Instance: to
 Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505060		SQR Report	SJTF010		04/15/2016 9:30:07AM PDT	Success	Posted	<input type="button" value="Details"/>
<input type="checkbox"/>	3505059		SQR Report	SJTF011		04/15/2016 8:29:53AM PDT	Success	Posted	<input type="button" value="Details"/>

Go back to TF/TA/GA Appt-Revision Form

Process List | Server List

- Click the View Log/Trace link.

Process Detail

Process	
Instance	3505060
Name	SJTF010
Run Status	Success
Type	SQR Report
Description	TF/TA/GA Appt-Revision Form
Distribution Status	Posted

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request
Location	Server
Server	PSUNX
Recurrence	

Date/Time	Actions
Request Created On	Parameters
Run Anytime After	Message Log
Began Process At	Batch Timings
Ended Process At	View Log/Trace

OK Cancel

- Click the PDF link.

View Log/Trace

Report		
Report ID	1197963	Process Instance
Name	SJTF010	Process Type
Run Status	Success	Message Log

TF/TA/GA Appt-Revision Form

Distribution Details	
Distribution Node	HASJPRJ
Expiration Date	05/30/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF010_3505060.log	1,608	04/15/2016 9:31:59.139248AM PDT
sjtf010_3505060.PDF	8,649	04/15/2016 9:31:59.139248AM PDT
sjtf010_3505060.out	171	04/15/2016 9:31:59.139248AM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

The Appointment Form displays.

15. Verify the data.
16. Print the form.
17. 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 04/15/16
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 924-2400

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
08/22/16	REN	REN			

Employee ID	Empl End	Employee Name	Contract Number & Description	Effective Date	Eff Sec	
999999999		Graduate Assistant	000028162 GA ASSISTANT_F16_JMC	22-AUG-2016	0	
Contract Type		Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date	SSI Counter
006-Semester Appointment		23-DEC-2016			23-JAN-2007	

Current Contract Data											
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Sal Plan / Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2164	2016	4	00002242 / 1038 / Journalism & Mass Comm	2355	Graduate Assistant AY	115 / 1	2500.00	500.00	3.00000	0.200000	1/5

Job History										
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate	
There is no job history associated with this position.										

Comment: (i.e., special compensation instructions) Fall 2016 Cycle 4--Rehire for Fall 2016 at 3.0 WTUs	<table border="1"> <thead> <tr> <th>Funding</th> <th>Dept</th> <th>Fund</th> <th>Class</th> <th>Proj</th> <th>Pct</th> <th>Effdt</th> <th>End Date</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>1038</td> <td>70000</td> <td></td> <td></td> <td>100.00</td> <td>07/01/15</td> <td></td> <td>JournalComm</td> </tr> <tr> <td>Change to</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name	Current	1038	70000			100.00	07/01/15		JournalComm	Change to																	
	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name																												
	Current	1038	70000			100.00	07/01/15		JournalComm																												
	Change to																																				

Department Chair Initiating Official Signature Date College Dean Appointing Official Signature Date			Department Contact Name/Phone Your Name and Phone Number FA Signoff/Date HR Signoff/Date		
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Chapter 2h: Add a Concurrent Job Temporary Faculty, TA or GA

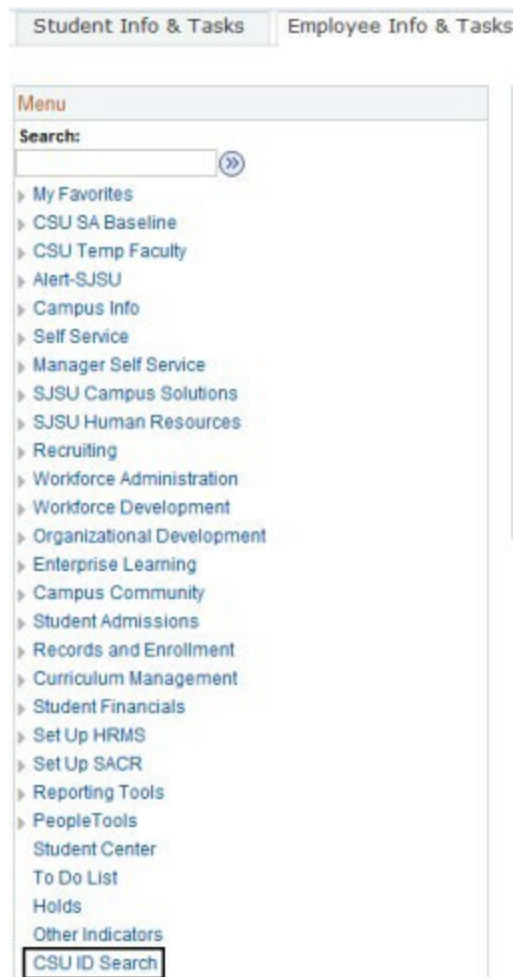
Add a Concurrent Job means you are hiring someone new in your department who already has a job record number in the database. The individual will have employee id and currently holds or previously held a job position in another department at SJSU. Moreover it will still be a Concurrent Hire process, if the individual currently works or previously worked for your department and is now being hired into another (different) job position by your department. If they are new to your department, they must be hired through CHRS Recruiting.

- Perform a CSU ID Search to obtain their employee id.
- Enter the Contract Data
- Generate and print the Terms and Conditions form
- Generate and print the Appointment form
- Obtain signatures and send to Employee Support Services via your Dean's Office

Locate and verify the person exists in the database.

1. Navigate to CSU ID Search.

Note: If you already know the employee id, please skip to next section to create the contract.



The CSU ID Search page displays.

The screenshot shows the 'CSU ID Search' interface. At the top, there is a title 'CSU ID Search' and a dropdown menu also labeled 'CSU ID Search'. Below this are two buttons: 'Search' and 'Reset'. The main section contains five input fields with labels: 'Empl ID:', 'National ID:', 'Applicant ID:', 'First Name:', and 'Last Name:'. Each field has a corresponding text input box. At the bottom of this section, there are two more 'Search' and 'Reset' buttons.

The information for the person displays.

2. Make note of the Employee ID and the next unused record number.

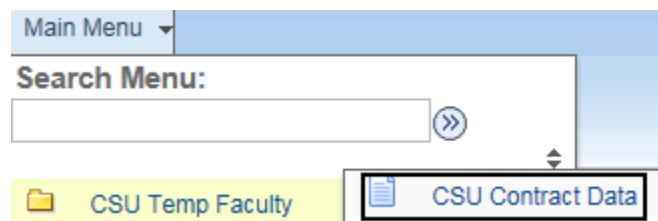
The screenshot shows the search results page. It includes the same search form as above. Below the form is a table with the following columns: Detail, Name, Empl ID, Nat ID (Last 4), Applicant ID, Orig ID, Empl Class, PIR Type, HR Status, Empl Sub ID, Job Code, Job Code Descr, Dept, Dept ID Descr, Nat Descr, Academic Center, and Business Unit. The table contains two rows of data:

Detail	Name	Empl ID	Nat ID (Last 4)	Applicant ID	Orig ID	Empl Class	PIR Type	HR Status	Empl Sub ID	Job Code	Job Code Descr	Dept	Dept ID Descr	Nat Descr	Academic Center	Business Unit
1 Detail					Applicant											
2 Detail					Employee	Temp 3 Year		Active	0	2228	Lecturer FT	1238	Education & Mass Comm			SUBS

Complete the Contract data for the Terms and Conditions Appointment Letter

Create the contract using the CSU Contract Data pages.

1. Navigate to CSU Contract Data:Main Menu > CSU Temp Faculty > CSU Contract Data.



The CSU Contract Data page displays.

2. Enter EmplID to Find an Existing Value Tab.
3. Click the Search button.

This is to double-check there a contract does not already exist.

4. Click the Add a New Value tab.

CSU Contract Data

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 Criteria

Empl ID: begins with []
CSU Contract Number: begins with []
Department: begins with []
Contract Status: = []
Term: begins with []
Description: begins with []
Name: begins with []
Last Name: begins with []

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-50 of 30 | Last

Empl ID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name
		024	1038		Active		
		032	1038		Active		

CSU Contract Data

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 Criteria

Empl ID: begins with []
CSU Contract Number: begins with []
Department: begins with []
Contract Status: = []
Term: begins with []
Description: begins with []
Name: begins with []
Last Name: begins with []

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

5. Enter the following data:

- EMPLID: Enter the ID
- CSU Contract Number: Leave as NEW
- Department: Enter your 4 digit department #

6. Click the Add button.

7. Enter information in the Contract Status Content page. (See the following list of field descriptions.)

CSU Contract Data

Find an Existing Value | Add a New Value

Empl ID:

CSU Contract Number:

Department:

Add

Find an Existing Value | Add a New Value

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Status/Content | View All | 1 of 1

CSU Contract #: NEW | DeptID: 1038

*Eff Date: 08/22/2016 | Effective Sequence: 0 | Contract Desc: FACULTY_F16_JMC

*Contract Status: Active | Entitlement: | Term End Date: 12/23/2016

Reg Region: USA | Multiple Term End Date: |

Contract Type: 006 | Semester Appointment

Approved by: Approver1 Approver2 Approver3

Field Description List: Contract Status Content Page (above)

Field Name	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: FACULTY_S17_JMC
Entitlement	Only if your employee has entitlement. Enter in a three digit format. Example: .400
Contract Expected End Date	Enter the last date of the Appointment.
Contract Type	Use the lookup to select the appropriate type.

8. Complete the TF Contract Detail Section. (See the following list of field descriptions table.)

9. Enter the Position.

Use the Lookup (magnifying glass) icon to search for it, if unknown.

10. Click Tab.

Data about the position will populate.

Field Description List: TF Contract Detail (bottom section)

Field Name	Description
Term	Enter term in a four digit format: 2164 = Fall 2016 or 2172=Spring 2017.
Cycle	Enter the one digit number for the semester Fall = 4 Spring = 2
Comp Rate	Enter the fulltime 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.

11. Click the Add [+] icon to insert another semester if needed.

12. Navigate to the TF Contract Total page.

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Status/Content | View All | 1 of 1

CSU Contract #: NEW | DeptID: 1038 | Contract Desc: FACULTY_F16_JMC

*Eff Date: 08/22/2016 | Effective Sequence: 0 | Term End Date: 12/23/2016

*Contract Status: Active | Entitlement: | Multiple Term End Date: |

Reg Region: USA | Contract Type: 006 | Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail | Find | View All | First | 1 of 1 | Last

*Position Nbr: 00001330 | Lecturer AY-A | Bus. Unit: SJ000 | SJSU

Department: 1038 | Journalism & Mass Comm | Job Code: 2358 | Sal Plan/Grd: 335 / 2

Term: 2164 | Cycle: 4 | *Comp Rate: 4038.000000

*Late Start? N | Academic Days Paid: | Total WTU: 3.000000

Comments: Hire for Fall 2016 at 3.0 WTUs

Save | Notify | Add | Update/Display | Include History | Correct History

Contract Status/Content | TF Contract Total

The TF Contract Total page displays.

13. Letter Code: Enter CNI.

14. Review all data for accuracy.

15. Click the Save button.

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Data | Find | View All | First | 1 of 1 | Last

CSU Contract Number: NEW | DeptID: 1038 | Eff Date: 08/22/2016 | Eff Seq: 0

Contract Total Detail | Personalize | Find | 1 of 1 | Last

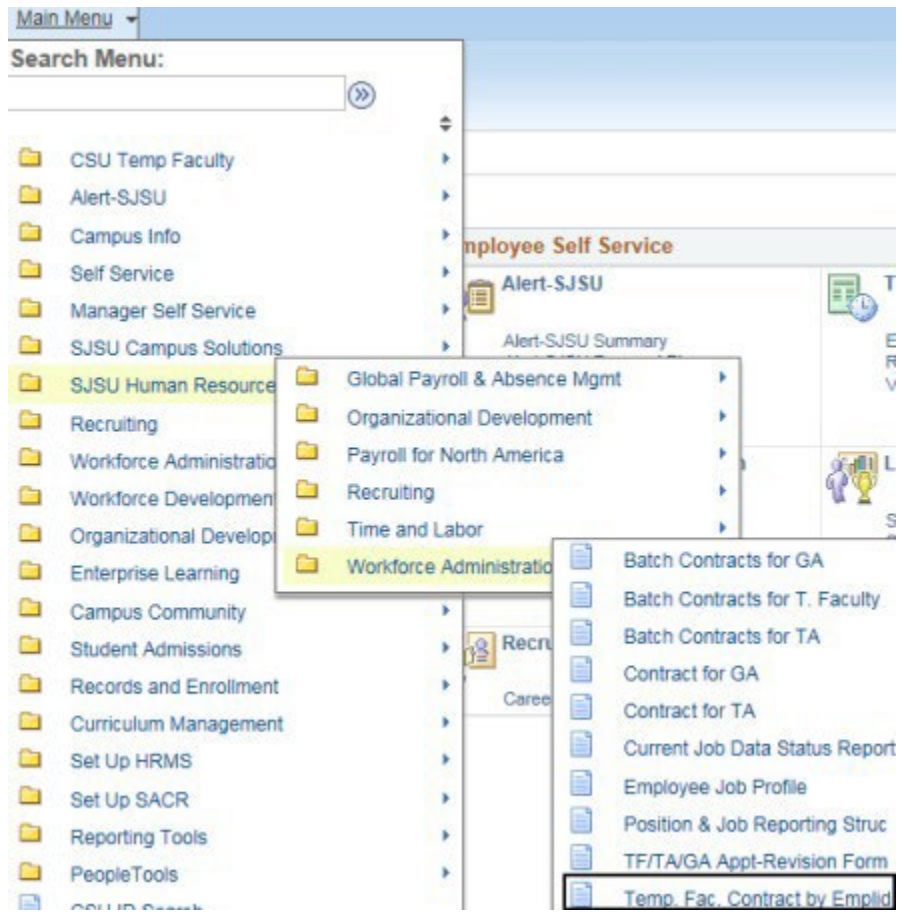
Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd Dtm	Last Upd By
Lecturer AY-A	1038	Journalism & Mass Comm	2358	335	2	2164	4038.000000	0.200000	1/5	807.600	4845.600	3.000000	<input checked="" type="checkbox"/>	CNI			

Save | Notify | Add | Update/Display | Include History | Correct History

Generate and Print the Terms and Conditions form

The contract data just entered will appear on the Contract Appointment letter/Terms and Conditions.

1. Navigate to the Contract: Main Menu > SJSU Human Resources > Workforce Administration > Temp Fac Contract by Emplid or Contract for TA or Contract for GA.



The TF Contract by Emplid Find an Existing Value page displays

2. Click the Search button.

TF Contract by Emplid

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

▼ Search Criteria

Run Control ID: begins with ▼

Case Sensitive

Basic Search

3. Click a Run Control ID link.

TF Contract by Emplid

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 Criteria

Run Control ID:

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

Search Results

[View All](#) [First](#) 1-11 of 11 [Last](#)

Run Control ID	Language Code
0	English

4. Enter information about the contract. (See the following list of field descriptions.)

TF Contract by Emplid

Run Control ID: 0

[Report Manager](#)

[Process Monitor](#)

[Run](#)

*Empl ID:

*Contract:

Due date:

Dean's Name:

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Add](#)

[Update/Display](#)

Field Description List: TF Contract by Emplid Page (above)

Field Name	Description
EmplID	Enter the empl id or use the magnifying lens to look up.
Contract Number	Use the magnifying lens to look up.
Due Date	Required for TA & GA. Optional for Temp Faculty
Dean's Name	Enter the Dean's name or designee.
Supervisor's Name and Phone Number	TA & GA Contracts Supervisors Name & Phone must be entered. Temp Faculty will not have this area to fill out.

5. Click the Run button.

The Process Scheduler Request page displays.

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

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

7. Click the OK button.

The prior page displays.

8. Click the Process Monitor link.

9. Click Refresh to update the Run Status.

10. When Run Status shows Success and the Distribution Status is Posted, click the Details link.

11. Click the View Log/Trace link.

The screenshot displays the 'TF Contract by Emplid' web application interface. At the top, there is a header with 'Run Control ID: 0', 'Report Manager', and buttons for 'Process Monitor' and 'Run'. A 'Process Instance: 3505061' is displayed in a box. Below this is a search form with fields for '*Empl ID' (99999999), '*Contract' (FACULTY_F16_JMC), 'Due date' (07/08/2016), and 'Dean's Name'. Navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display' are present. A 'Process List' section includes a 'View Process Request For' form with fields for 'User ID', 'Type', 'Last', 'Days', 'Server' (PSUNX), 'Name', 'Instance', 'to', 'Run Status', and 'Distribution Status'. A 'Refresh' button is also visible. Below this is a table with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains one row with instance 3505061, process type 'SQR Report', process name 'SJTF006', user 'SJTF006', run date '04/15/2016 11:53:57AM PDT', run status 'Success', and distribution status 'Posted'. The 'Details' link for this row is highlighted. The 'Process Detail' section shows information for instance 3505061, including name 'SJTF006', type 'SQR Report', description 'Temp Fac. Contract by Emplid', and run status 'Success'. It also shows 'Run' details like 'Run Control ID: 0', 'Location: Server', 'Server: PSUNX', and 'Recurrence'. The 'Update Process' section has radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', 'Re-send Content', and 'Restart Request'. The 'Date/Time' section shows 'Request Created On', 'Run Anytime After', 'Began Process At', and 'Ended Process At' with their respective timestamps. The 'Actions' section includes 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace' (highlighted). 'OK' and 'Cancel' buttons are at the bottom.

12. Click the PDF link.

View Log/Trace

Report			
Report ID	1197964	Process Instance	3505061
Name	SJTF006	Process Type	SQR Report
Run Status	Success		

Temp Fac. Contract by Emplid

Distribution Details	
Distribution Node	HASJPRJ
Expiration Date	05/30/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF006_3505061.log	1,608	04/15/2016 11:55:15.232508AM PDT
sjtf006_3505061.PDF	5,817	04/15/2016 11:55:15.232508AM PDT
sjtf006_3505061.out	592	04/15/2016 11:55:15.232508AM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

[Return](#)

13. Verify the data.

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

TO: Temp Faculty

Date: April 15, 2016

On the recommendation of the Department/School of Journalism & Mass Comm 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:

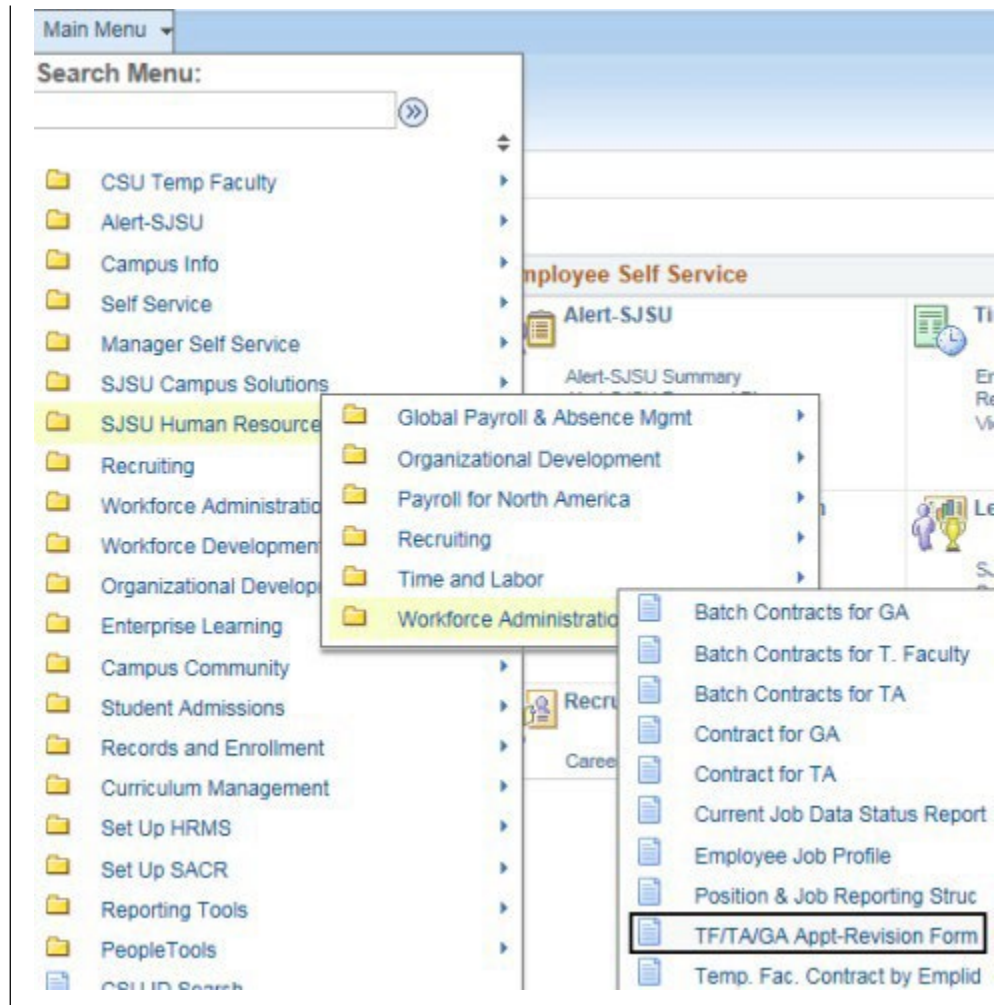
Appointment Type	Appointment Period		Effective Dates
Part-time: 0.20 (1/5)	Semester Appointment - Fall 2016		22-AUG-2016 to 23-DEC-2016
Rank	Full-Time Base Salary	Actual Monthly Salary	Total Term Salary
Lecturer AY-A	\$4,038.00	\$807.60	\$4,845.60

You may be eligible to enroll in CSU Health Plans within 60 days from the date of hire if your appointment or combination of appointments totals .40 or greater in one or more semesters(0.50 for counselors & librarians). Please contact your benefits service representative at 924-2250 for more details.

Generate and Print the Appointment Form

The next step is to generate and print the Appointment. The form is used to communicate the hire data to Employee Support Services. They will perform the Hire process.

1. Navigate to Appt-Revision Form: Main Menu > SJSU Human Resources > Workforce Administration > TF/TA/GA/Appt-Revision Form.



The TF/TA/GA Appt- Revision Form Find an Existing Value page displays

2. Click the Search button.

3. Click a Run Control ID link.

TF/TA/GA Appt-Revision Form

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

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

TF/TA/GA Appt-Revision Form

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 Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Search Results

[View All](#) [First](#) [1-11 of 11](#) [Last](#)

Run Control ID	Language Code
0	English

The TF/TA/GA Appt-Revision Form parameters page displays.

4. Data entered in the fields will print on the appointment form. (See the following list of field descriptions.)
5. Click the Run button.
6. Enter the data to generate and populate data on the appointment form.

Field Description List: TF/TA/GA Appt-Revision Form Page (above)

Field Name	Description
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 radio button to the left of it.
Action Reason boxes	HIR CON
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. 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 it would be the Dean.)
Dept. Contact	Name & Ph: Enter your name and phone number.

Field Name	Description
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. 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.

The Process Scheduler Request page displays

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

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

8. Click the OK button.

Process Scheduler Request

User ID: _____ Run Control ID: 0

Server Name: Run Date:

Recurrence: Run 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	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

The prior page displays.

A Process Instance is assigned.

9. Click the Process Monitor link.

10. Click Refresh to update the Run Status.

When Run Status shows Success and the Distribution Status is Posted, it is completed.

11. Click the Details link.

The screenshot displays the 'TF/TA/GA Appt-Revision Form' interface. At the top, there is a 'Run Control ID: 0' and a 'Report Manager' section with 'Process Monitor' and 'Run' buttons. A 'Process Instance: 3505062' is highlighted. Below this, there are fields for 'Empl ID' (with a search icon), 'Temp Faculty', 'Contract Desc.: FACULTY_F16_JMC', and a 'Select a form' dropdown menu with options for 'New Appointment Form' (selected) and 'Revision Form'. There are also 'Action' (HIR) and 'Reason' (CON) buttons, and an 'Effective Date' field. Further down, there are fields for 'Initiating Official' (Department Chair), 'Appointing Official' (College Dean), and 'Dept. Contact - Name & Ph.' (Your Name and Phone Number). A 'Funding Changes' section contains a table with columns: Department, Department Name, Fund Code, Class Field, Project, Percent, Efft Date, and End Date. Below the table are 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display' buttons. The 'Process List' section includes a 'View Process Request For' form with fields for 'User ID', 'Type', 'Last', 'Days', 'Server' (PSUNX), 'Name', 'Instance', 'to', 'Run Status', and 'Distribution Status', along with a 'Refresh' button. At the bottom, a 'Process List' table is shown with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 3505062, Process Type 'SQR Report', Process Name 'BJTF010', User 'BJTF010', Run Date/Time '04/15/2016 1:22:49PM PDT', Run Status 'Success', and Distribution Status 'Posted'. A 'Details' link is visible for this row.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505062		SQR Report	BJTF010	BJTF010	04/15/2016 1:22:49PM PDT	Success	Posted	Details

12. Click the View Log/Trace link.

Process Detail

Process	
Instance	3505062
Name	SJTF010
Run Status	Success
Type	SQR Report
Description	TF/TA/GA Appt-Revision Form
Distribution Status	Posted

Run	Update Process
Run Control ID	0
Location	Server
Server	PSUNIX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	04/15/2016 1:24:16PM PDT
Run Anytime After	04/15/2016 1:22:49PM PDT
Began Process At	04/15/2016 1:25:04PM PDT
Ended Process At	04/15/2016 1:25:10PM PDT
	Parameters Transfer Message Log Batch Timings View Log/Trace

OK Cancel

13. Click the PDF link.

View Log/Trace

Report			
Report ID	1197965	Process Instance	3505062
Name	SJTF010	Process Type	SQR Report
Run Status	Success		
TF/TA/GA Appt-Revision Form			
Distribution Details			
Distribution Node	HASJPRJ	Expiration Date	05/30/2016
File List			
Name	File Size (bytes)	Datetime Created	
SQR_SJTF010_3505062.log	1,608	04/15/2016 1:25:10.155261PM PDT	
sjtf010_3505062.PDF	8,656	04/15/2016 1:25:10.155261PM PDT	
sjtf010_3505062.out	171	04/15/2016 1:25:10.155261PM PDT	
Distribute To			
Distribution ID Type	*Distribution ID		
User			

Return

The Appointment Form displays.

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

Appointment Form Print Date: 04/15/16
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 924-2450

Effective Date: 08/22/16 Action: HR Reason: CON Effective Date: Action: Reason:

Employee ID: 99999999 Empl Rcd: Employee Name: (Temp Faculty) Contract Number & Description: 80028163 FACULTY_F16_JMC Effective Date: 22-AUG-2016 Eff Seq: 8

Contract Type: 096-Semester Appointment Contract Expected End Date: 23-DEC-2016 Multi-Year End Date: Enticement: Original Hire Date: 23-JAN-2001 SSI Creator:

Current Contract Data										Sal Plan /	
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2164	2016	4	00001330 / 1038 / Journalism & Mass Comm	2538	Lecturer AY-A	335 / 2	4038.00	807.60	3.00000	0.200000	1/5

Job History									
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Per	Comp Rate
There is no job history associated with this position.									

Comment: (i.e., special compensation instructions) Fall 2016 Cycle:4--Hire for Fall 2016 at 3.0 WTUs	Funding Dept Fund Class Proj Est Effdt End Date Department Name Current: 1038 70000 100.00 07/01/15 JournComm
	Change to: _____ _____ _____ _____

Department Chair Initiating Official: _____ Signature: _____ Date: _____ College Dean: _____ Signature: _____ Date: _____ Appointing Official: _____ Signature: _____ Date: _____			Department Contact: Name/Phone: _____ Your Name and Phone Number: _____ FA Signoff/Date: _____ HR Signoff/Date: _____		
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	---------------------------------------------------------------------------------------------------------------------------------------	--	--

Comments:
 Reiterate the appointment information or other info as needed.

Example: Hire for Fall 3.0 WTUs

14. Write in the next unused record number that was found in the CSUID Search.

The Job History section will not populate with data until HR enters the hire for this job.

Comments (i.e., special compensation instructions)
Fall 2016 Cycle:4--Hire for Fall 2016 at 3.0 WTUs

Empl Rcd

Job History

Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE
There is no job history associated with this position.					

Chapter 2i: Terms and Conditions Revision Form

The Temporary Faculty Contract Revision Form will be used when you have made changes, corrections, or revisions to a Temporary Faculty, TA or GA contract. The Temporary Faculty/TA/GA Revision form pulls the most current job information. This means if you made a revision to a contract in PeopleSoft it will appear on this document. It clearly communicates to Employee Support Services that this is a revision to an existing contract.

Contract Revisions

There are two ways to revise contracts.

1. Contract has the same effective date (most common)

The most common contract revision is using the same effective date and making a change to the time base of the Lecturer. For example, if you made a data entry error, the WTU was changed or some other element in the contract is different, but still has the same effective date, you will use correct history. This will override the existing data.

2. Contract has a different effective date

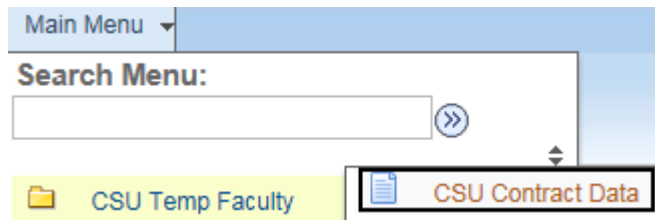
If the change to the contract has a different effective date, you must change the contract by entering a new effective dated row with the updated information. You will then print the TF Faculty Contract Revision Form for the person, and submit it to Employee Support Services who submits it to HR for changes to the Job Data pages. Revisions with different effective dates typically are caused when a TF member picks up additional WTUs or reduces the WTUs late in the semester.

Printing the TF/TA/GA Appointment – Revision Form

After you have made any corrections, changes or revisions regardless of the effective date you will print a Temporary Faculty Contract Revision Form from the Reports section of PeopleSoft. Using this Revision Form will clearly communicate to Employee Support Services that this is a revision to an existing contract. The following pages will take you through the process of correcting a contract using the same effective date and revising a contract using a different effective date. After that you will learn the procedure for printing and completing the TF Faculty Contract Revision Form.

Revision with a Same Effective Date

1. Navigate to CSU Contract Data: Main Menu > CSU Temp Faculty > CSU Contract Data.
2. At the Find an Existing Value tab, enter the SJSU ID number that needs the updated contract
3. Click Search



CSU Contract Data

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 Criteria

Empl ID: begins with ▼ 999999999

CSU Contract Number: begins with ▼

Department: begins with ▼

Contract Status: = ▼

Term: begins with ▼

Description: begins with ▼

Name: begins with ▼

Last Name: begins with ▼

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

- Select the appointment that needs updating

CSU Contract Data

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 Criteria

Empl ID:
 CSU Contract Number:
 Department:
 Contract Status:
 Term:
 Description:
 Name:
 Last Name:
 Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Empl ID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name
999999999	000028157	2164 1038		FACULTY_F16_JMC	Active	Faculty,Temp	FACULTY
999999999	000028159	2154 1038		FACULTY_F15_JMC	Active	Faculty,Temp	FACULTY

Find an Existing Value | Add a New Value

The Contract Status/Content page displays.

- Double check to make sure the selected Contract Data is correct one that needs updating.
- If it is correct, click Correct History.

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Status/Content View All 1 of 1

CSU Contract #: 000028157 DeptID: 1038
 *Eff Date: 06/22/2016 Effective Sequence: 0 Contract Desc: FACULTY_F16_JMC
 *Contract Status: Active Entitlement: Term End Date: 12/31/2016
 Reg Region: USA Multiple Term End Date:
 Contract Type: 006 Semester Appointment
 Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All 1 of 1

*Position Nbr: 00001420 Lecturer AY-B Bus. Unit: 8,000 SJSU
 Department: 1038 Journalism & Mass Comm Job Code: 2358 Sal Plan/Grd: 335 / 3
 Term: 2164 Cycle: 4 *Comp Rate: 4800.000000
 *Late Start? N Academic Days Past: Total WTU: 6.00000
 Comments: Hire for Fall 2016 at 6.0 WTUs

Contract Status/Content | TF Contract Total

- In the Lower section, TF Contract Detail, click View All to locate the row you are revising or use the arrows to toggle between semesters.

If there is only one semester, it will be the only one that appears.

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Status/Content | View All | 1 of 1

CSU Contract #: 00028157 | DeptID: 1038 | Contract Desc: FACULTY_F16_JMC

*Eff Date: 09/22/2016 | Effective Sequence: 0 | Term End Date: 12/23/2016

*Contract Status: Active | Entitlement: | Multiple Term End Date: |

Reg Region: USA | Contract Type: 006 | Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail | Find | View All | First | 1 of 2 | Last

*Position Nbr: 00001420 | Lecturer AY-B | Bus. Unit: S,000 | SJSU

Department: 1038 | Journalism & Mass Comm | Job Code: 2358 | Sal Plan/Grd: 335 / 3

Term: 2164 | Cycle: 4 | *Comp Rate: 4800.000000

*Late Start?: N | Academic Days Paid: | Total WTU: 6.00000

Comments: Hire for Fall 2016 at 6.0 WTUs

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Contract History

- Enter the revised WTUs in the correct semester.

Comments: Enter additional notes about the revision in the appropriate semester. Enter the date and your initials on when this was done.

Note: Each semester has its own Comments box.

Example: Revision 1 increase WTU from 6.0 to 9.0 for Fall 2016. 7-30-16. JL

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Status/Content | View All | 1 of 1

CSU Contract #: 00028157 | DeptID: 1038 | Contract Desc: FACULTY_F16_JMC

*Eff Date: 09/22/2016 | Effective Sequence: 0 | Term End Date: 12/23/2016

*Contract Status: Active | Entitlement: | Multiple Term End Date: |

Reg Region: USA | Contract Type: 006 | Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail | Find | View All | First | 1 of 2 | Last

*Position Nbr: 00001420 | Lecturer AY-B | Bus. Unit: S,000 | SJSU

Department: 1038 | Journalism & Mass Comm | Job Code: 2358 | Sal Plan/Grd: 335 / 3

Term: 2164 | Cycle: 4 | *Comp Rate: 4800.000000

*Late Start?: N | Academic Days Paid: | Total WTU: 9.00000

Comments: Hire for Fall 2016 at 6.0 WTUs
Revision 1: increase WTUs from 6.0 to 9.0 for Fall 2016. 7-30-2016. JL

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Contract History

- Click the TF Contract Total page.

- Verify the revised data for the semester(s).

- Click the Save button.

- Print a new contract and a new revision form.

Contract Status/Content | TF Contract Total

Temp Faculty | Person ID: 999999999

Contract Data | Find | View All | First | 1 of 1 | Last

CSU Contract Number: 00028157 | DeptID: 1038 | Eff Date: 09/22/2016 | Eff Seq: 0

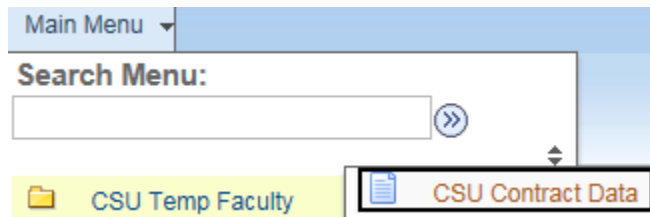
Contract Total Detail | Personalize | Find | First | 1 of 1 | Last

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimals	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd D/Tm	Last Upd By
Lecturer AY-B	1038	Journalism & Mass Comm	2358	335	3	2164	4800.000000	0.800000	3/5	2880.000	17280.000	9.000000	<input checked="" type="checkbox"/>	CN1	09/22/2016 11:04:00AM		

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Contract History

Revision with a Different Effective Date

1. Navigate to CSU Contract Data > CSU Temp Faculty > CSU Contract Data.
2. At the Find an Existing Value tab, enter the SJSU ID number that needs the *updated contract*
3. *Click Search*



CSU Contract Data

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 Criteria

Empl ID: begins with ▼ 999999999

CSU Contract Number: begins with ▼

Department: begins with ▼

Contract Status: = ▼

Term: begins with ▼

Description: begins with ▼

Name: begins with ▼

Last Name: begins with ▼

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

- Select the appointment that needs updating

CSU Contract Data

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 Criteria

Empl ID: begins with

CSU Contract Number: begins with

Department: begins with

Contract Status: =

Term: begins with

Description: begins with

Name: begins with

Last Name: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Empl ID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name
999999999	000028157	2164 1038		FACULTY_F16_JMC	Active	Faculty,Temp	FACULTY
999999999	000028159	2154 1038		FACULTY_F15_JMC	Active	Faculty,Temp	FACULTY

Find an Existing Value | Add a New Value

The CSU Contract Data page displays.

- Click the Correct History button.

Contract Status/Content | TF Contract Total

Temp Faculty Person ID: 999999999

Contract Status/Content View All 1 of 1

CSU Contract #: 000028157 DeptID: 1038 Contract Desc: FACULTY_F16_JMC

*Eff Date: 09/22/2016 Effective Sequence: 0 Term End Date: 12/31/2016

*Contract Status: Active Entitlement: Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001420 Lecturer AY-B Bus. Unit: S1000 SJSU

Department: 1038 Journalism & Mass Comm Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2164 Cycle: 4 *Comp Rate: 4800.000000

*Late Start? N Academic Days Paid: Total WTU: 9.00000

Comments: Hire for Fall 2016 at 6.0 WTUs
Revision 1: Increase WTUs from 6.0 to 9.0 for Fall 2016, 7-30-2016 JL

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

- Click Add [+] sign once (upper level) at the Contract Status/Content area to insert a new effective dated row.

Contract Status/Content | TF Contract Total

Temp Faculty Person ID: 999999999

Contract Status/Content View All 1 of 1

CSU Contract #: 000028157 DeptID: 1038

*Eff Date: 09/22/2016 Effective Sequence: 0 Contract Desc: FACULTY_F16_JMC

*Contract Status: Active Entitlement: Term End Date: 12/23/2016

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001420 Lecturer AY-0 Bus. Unit: SJ000 SJ/SJ

Department: 1038 Journalism & Mass Comm Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2164 Cycle: 4 *Comp Rate: 4900 000000

*Late Start? N Academic Days Paid: Total WTU: 9.00000

Comments: Hire for Fall 2016 at 6.0 WTUs
Revision 1: Increase WTUs from 6.0 to 9.0 for Fall 2016. 7-30-2016 JL

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

- 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.

(See the following list of field descriptions table.)

Contract Status/Content | TF Contract Total

Temp Faculty Person ID: 999999999

Contract Status/Content View All 1 of 2

CSU Contract #: 000028157 DeptID: 1038

*Eff Date: 10/01/2016 Effective Sequence: 0 Contract Desc: FACULTY_F16_JMC

*Contract Status: Active Entitlement: Term End Date: 12/23/2016

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

Field Description List: TF Contract Detail Page (above)

Field Name	Description
Eff Date	Override the date with the new effective date.
Contract Expected End Date	Defaults from the previous row, override if needed.

- Enter information on the Contract Status Content page (See the following list of field descriptions table.)

Field Description List: TF Contract Detail Page (above)

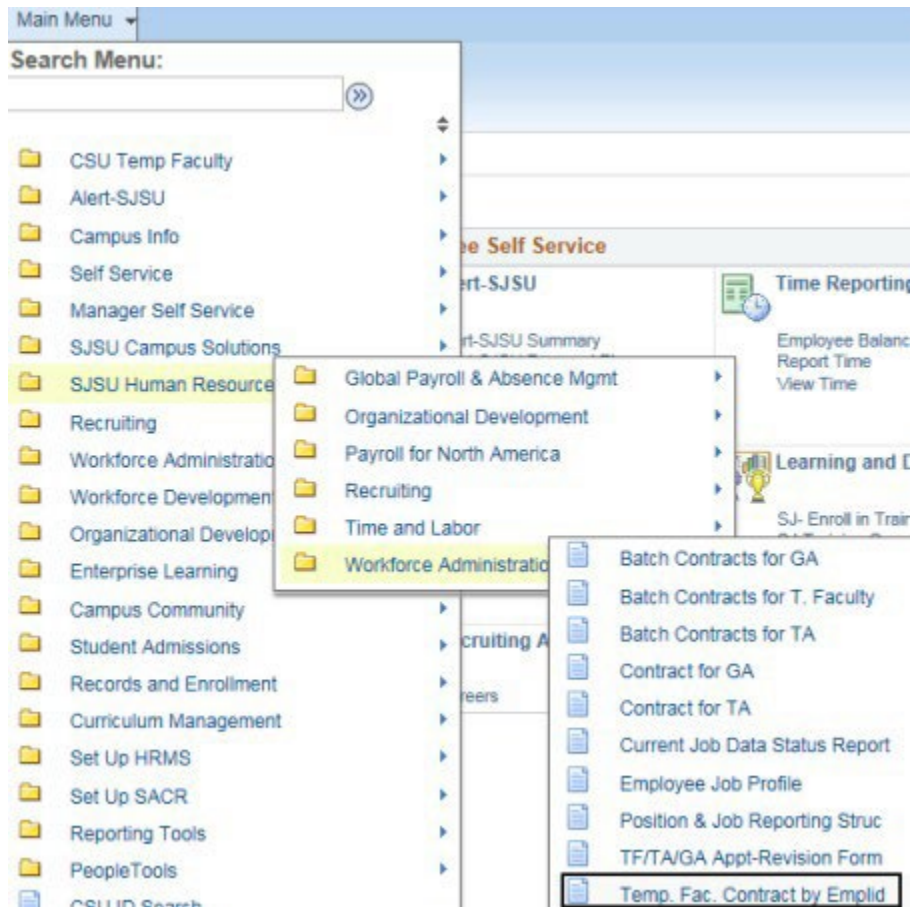
Field Name	Description
WTU	Enter the revised value in the correct semester.
Comments	Enter notes about the revision in the appropriate semester (large rectangular box). <i>Note: Each semester has its own Comments box.</i> <i>Example: Revision 2 decrease WTU from 9.0 to 6.0 WTU Fall 16 effective 10/1/15 JL.</i>

- Click the TFContract Total tab.
- Verify the revised data for the semester(s). Make sure you are viewing the correct effective dated row.
- Enter Letter Code: CN1.
- Review all data for accuracy.
- Click the Save button.
- Print a new contract, and revision form and send off for approval.

Generate and Print the revised Terms and Conditions form

Generate a new contract with the revised information. 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. Navigate to the Contract: Main Menu > SJSU Human Resources > Workforce Administration > Temp Fac Contract by Emplid or Contract for TA > or Contract for GA.



The Find an Existing Value pagedisplays.

2. Click the Search button.

TF Contract by Emplid

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

▼ **Search Criteria**

Run Control ID:

Case Sensitive

[Basic Search](#)

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

3. Click a Run Control ID link.

TF Contract by Emplid

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 Criteria

Run Control ID: begins with []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-11 of 11 | Last

Run Control ID	Language Code
0	English

4. Enter information on the TF Contract by Emplid page. (See the following list of field descriptions table.)

5. Click the Run button.

TF Contract by Emplid

Run Control ID: 0 | Report Manager | Process Monitor | Run

*Empl ID: 999999999 | Temp Faculty

*Contract: FACULTY_F16_JMC

Due date: []

Dean's Name: Dean's Name

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

Field Description List: TF Contract by Emplid Page (above)

Field Name	Description
EmplID	Enter the empl id or use the magnifying lens to look up.
Contract Number	Use the magnifying lens to look up.
Due Date	Required for TA & GA Optional for Temp Fac
Dean's Name	Enter the Dean's name or designee. <i>Note: TA & GA Contracts Supervisors Name & Phone must be entered.</i>

The Process Scheduler Request page displays.

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

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

7. Click the OK button.

The prior page displays.

8. Click the Process Monitor link.

A Process Instance is assigned.

9. Click Refresh to update the Run Status.

10. When Run Status shows Success, Distribution Status Posted, click the Details link.

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it displays 'User ID' and 'Run Control ID 0'. Below this, there are input fields for 'Server Name' (set to 'PSUNX'), 'Run Date' (04/25/2016), 'Recurrence', 'Run Time' (9:21:02AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is located next to the Run Time field. The main section is titled 'Process List' and contains a table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. A single row is visible with a checked 'Select' box, description 'Temp Fac. Contract by Emplid', process name 'SJTF006', process type 'SQR Report', *Type 'Web', *Format 'PDF', and Distribution 'Distribution'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The screenshot shows the 'TF Contract by Emplid' page. At the top, it displays 'Run Control ID: 0' and navigation links for 'Report Manager', 'Process Monitor', and 'Run'. A 'Process Instance: 3505075' is shown. Below this is a search form with fields for '*Empl ID' (999999999), '*Contract' (FACULTY_F16_JMC), 'Due date', and 'Dean's Name'. A toolbar contains buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. Below the search form is a 'View Process Request For' section with filters for 'User ID', 'Server' (PSUNX), 'Type', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is present. The main section is titled 'Process List' and contains a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. A single row is visible with Instance '3505075', Process Type 'SQR Report', Process Name 'SJTF006', User, Run Date/Time '04/25/2016 9:21:02AM PDT', Run Status 'Success', and Distribution Status 'Posted'. Below the table are 'Go back to TF Contract by Emplid', 'Save', and 'Notify' buttons, and a 'Process List | Server List' link.

11. Click the View Log/Trace link.

Process Detail

Process	
Instance	3505075
Name	SJTF006
Run Status	Success
Type	SQR Report
Description	Temp Fac. Contract by Emplid
Distribution Status	Posted

Run	Update Process
Run Control ID	0
Location	Server
Server	PSUNX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	04/25/2016 9:22:13AM PDT
Run Anytime After	04/25/2016 9:21:02AM PDT
Began Process At	04/25/2016 9:22:50AM PDT
Ended Process At	04/25/2016 9:22:58AM PDT
	Parameters Transfer Message Log Batch Timings View Log/Trace

OK Cancel

12. Click the PDF link.

View Log/Trace

Report	
Report ID	1197978
Name	SJTF006
Run Status	Success
Process Instance	3505075
Process Type	SQR Report
Temp Fac. Contract by Emplid	
Message Log	

Distribution Details	
Distribution Node	HASJPRJ
Expiration Date	06/09/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJTF006_3505075.log	1,608	04/25/2016 9:22:58.062499AM PDT
sjtf006_3505075.PDF	8,186	04/25/2016 9:22:58.062499AM PDT
sjtf006_3505075.out	799	04/25/2016 9:22:58.062499AM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

13. Verify the data.
14. Multiple pages will generate if the contract has a new effective date. Make sure to print the contract with the correct effective dates.
15. GA contracts will not display a Total Term Salary.

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

TO: Temp Faculty

Date: September 20, 2016

On the recommendation of the Department/School of Journalism & Mass Comm 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:

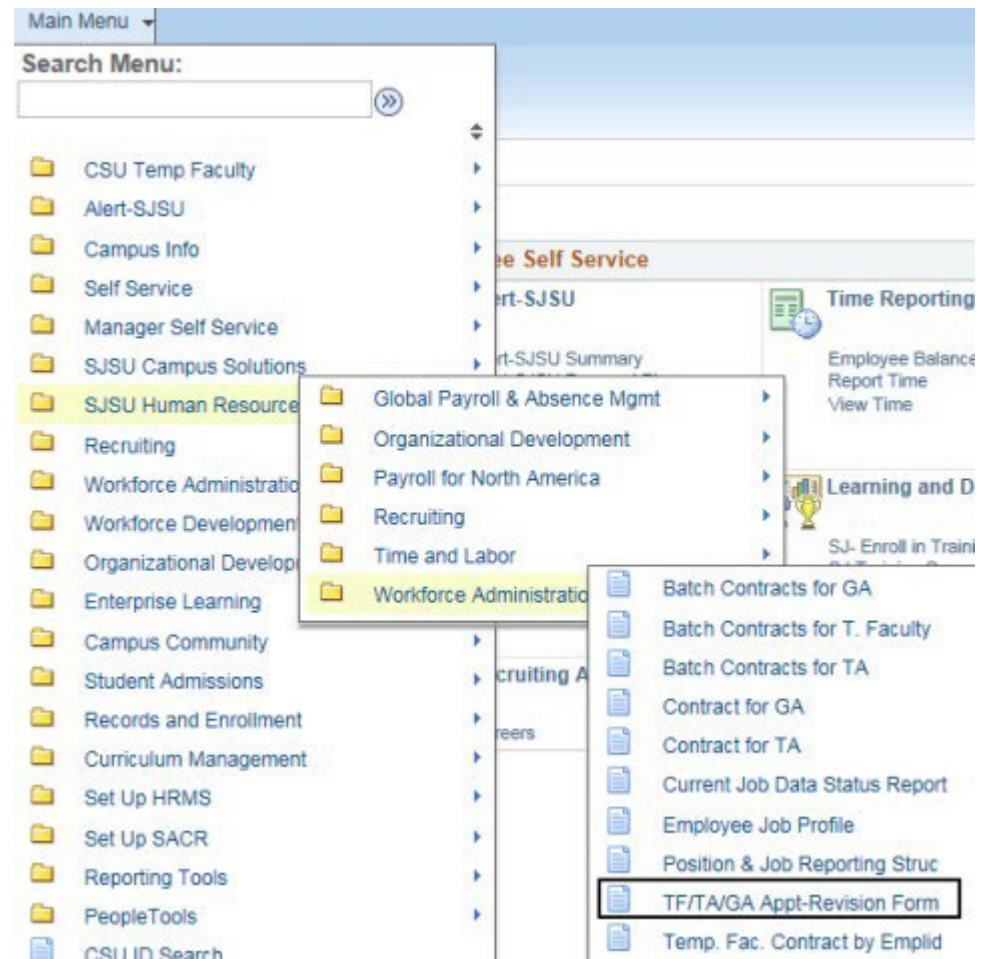
Appointment Type	Appointment Period	Effective Dates	
Part-time 0.40 (6/15)	Semester Appointment - Fall 2016	01-OCT-2016 to 23-DEC-2016	
Rank	Full-Time Base Salary	Actual Monthly Salary	Total Term Salary
Lecturer AY-B	\$4,800.00	\$1,920.00	\$11,520.00

You may be eligible to enroll in CSU Health Plans within 60 days from the date of hire if your appointment or combination of appointments totals .40 or greater in one or more semesters(0.50 for counselors & librarians). Please contact your benefits service representative at 924-2250 for more details.

Generating the Revision Form

After you have made any revision to a contract you will generate the new Terms and Conditions form and generate the TF/TA/GA Revision Form.

1. Navigate to the TF/TA/GA Appt. Revision Form: Main Menu > SJSU Human Resources > Workforce Admin > TF/TA/GA Appt. Revision form.



The Appt Revision Form page displays.

2. Create or search for a Run Control ID to generate the contract file.
3. To add a new run control ID, click the Add a New Value link.

The parameters page displays.

4. Enter the data to generate and populate data on the appointment form. (See the following list of field.)
5. Click the Run button.

TF/TA/GA Appt-Revision Form

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 Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Search Results

View All First 1-11 of 11 Last

TF/TA/GA Appt-Revision Form

Run Control ID: 0 [Report Manager](#) [Process Monitor](#) [Run](#)

*Empl ID: Temp Faculty

*Contract Desc.:

Select a form

New Appointment Form Revision Form

Fall Spring Revision Number

Effective Date: Action: Reason:

Initiating Official:

Appointing Official:

Dept. Contact - Name & Ph.:

Field Description List: TF/TA/GA Appt-Revision Form Page (above)

Field Name	Description
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.
Revision Form	Click the radio button to the left of it.
Fall / Spring	<ul style="list-style-type: none"> Fall: Click the box for a Fall Revision. Spring: Click the box for a SpringRevision. <p><i>Note: Click both if the revision affects both semesters</i></p>
Revision Number	Enter the revision number.
Effective Date	Enter the effective date of the revision.
Action Reason boxes	PAY TBC (in most cases).
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.

The Process Scheduler Request page displays.

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

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

7. Click the OK button.

Process Scheduler Request

User ID: _____ Run Control ID: 0

Server Name: Run Date:

Recurrence: Run 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	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

The prior page displays.

A Process Instance is assigned.

8. Click the Process Monitor link.

9. Click the Refresh button to update the Run Status.

10. When Run Status shows Success and Distribution Status shows Posted, click the Details link.

11. Click the View Log/Trace link.

The screenshot displays the 'TF/TA/GA Appt-Revision Form' interface. At the top, there are fields for 'Run Control ID: 0', 'Report Manager', 'Process Monitor', and 'Run'. A 'Process Instance: 3505081' is highlighted. Below this, there are search fields for 'Empl ID' (999999999) and 'Temp Faculty', and a 'Contract Desc.' field (FACULTY_F16_JMC). A 'Select a form' dropdown is set to 'Revision Form'. There are checkboxes for 'Fall' and 'Spring', and a 'Revision Number' field set to '2'. The 'Effective Date' is 10/01/2016, with 'Action' set to 'PAY' and 'Reason' to 'TBC'. Fields for 'Initiating Official' (Department Chair) and 'Appointing Official' (College Dean) are present, along with a 'Dept. Contact - Name & Ph.' field.

A navigation bar includes 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display' buttons. Below this is a 'Process List' section with tabs for 'Process List' and 'Server List'. The 'View Process Request For' section includes filters for 'User ID', 'Server' (PSUNX), 'Type', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted. A table shows the following process instances:

Select	Instance	Seq.	Process Type	Process Name	User	Run DateTime	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505081		SQR Report	SJTFF010		04/25/2016 2:56:28PM PDT	Success	Posted	Details
<input type="checkbox"/>	3505075		SQR Report	SJTFF005		04/25/2016 9:21:02AM PDT	Success	Posted	Details

Below the table are 'Save' and 'Notify' buttons. The 'Process Detail' section shows 'Process' information: Instance 3505081, Name SJTFF010, Run Status Success, Type SQR Report, Description TF/TA/GA Appt-Revision Form, and Distribution Status Posted. The 'Run' section shows 'Run Control ID 0', 'Location Server', 'Server PSUNX', and 'Recurrence'. The 'Update Process' section has radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', 'Re-send Content', and 'Restart Request'. The 'Date/Time' section shows 'Request Created On 04/25/2016 2:57:43PM PDT', 'Run Anytime After 04/25/2016 2:56:28PM PDT', 'Began Process At 04/25/2016 2:58:14PM PDT', and 'Ended Process At 04/25/2016 2:58:21PM PDT'. The 'Actions' section includes 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace' (highlighted). 'OK' and 'Cancel' buttons are at the bottom.

12. Click the PDF link.

View Log/Trace

Report

Report ID 1197984 Process Instance 3505081 Message Log
 Name SJTF010 Process Type SQR Report
 Run Status Success

TF/TA/GA Appt-Revision Form

Distribution Details

Distribution Node HASJPRJ Expiration Date 06/09/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF010_3505081.log	1,608	04/25/2016 2:58:21.031105PM PDT
sjtf010_3505081.PDF	8,385	04/25/2016 2:58:21.031105PM PDT
sjtf010_3505081.out	170	04/25/2016 2:58:21.031105PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Return

The Revision Form displays.

13. Review for accuracy.

San Jose State University
 TF/TA/GA Contract Revision Form

TF/TA/GA Revision Form Print Date 04/25/16
 Submit Form to: Faculty Affairs
 Questions? Contact Faculty Affairs at 924-2450

Fall Revision: X Spring Revision: Revision Number: 2 Effective Date: 10/01/16 Action: PAY Reason: TBC

Valid Action/Reason codes can be found on the web at www.sjsu.edu/dept/afairs. Contact HR for Action/Reason codes not listed.
 NOTE: To avoid delay in processing, an Action/Reason Code MUST be provided for changes in Contract Data.

Employee ID: 000000099 Email: Employee Name: Temp Faculty Contract Number & Description: 999916167 FACULTY F16_PAC Effective Date: 01-OCT-2016 FTE: 0

Contract Type: 99K-Semester Appointment Contract Expected End Date: 31-DEC-2016 Main Year End Date:

Current Contract Data		S&P Plan /									
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Coop Rate	Actual Coop	WTU	FTE	Prctics
2164	2016	4	00001420 / 1018 / Transition & Maint Comm	2318	Lecturer AT-B	335 / 3	400.00	280.00	9.0000	0.80000	3.7
2164	2016	4	00001420 / 1018 / Transition & Maint Comm	2318	Lecturer AT-B	335 / 3	400.00	193.00	6.0000	0.40000	6.15

Job History

EDD	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Coop	Clg Ass	Clg Pct	Coop Rate
There is no job history associated with this position.									

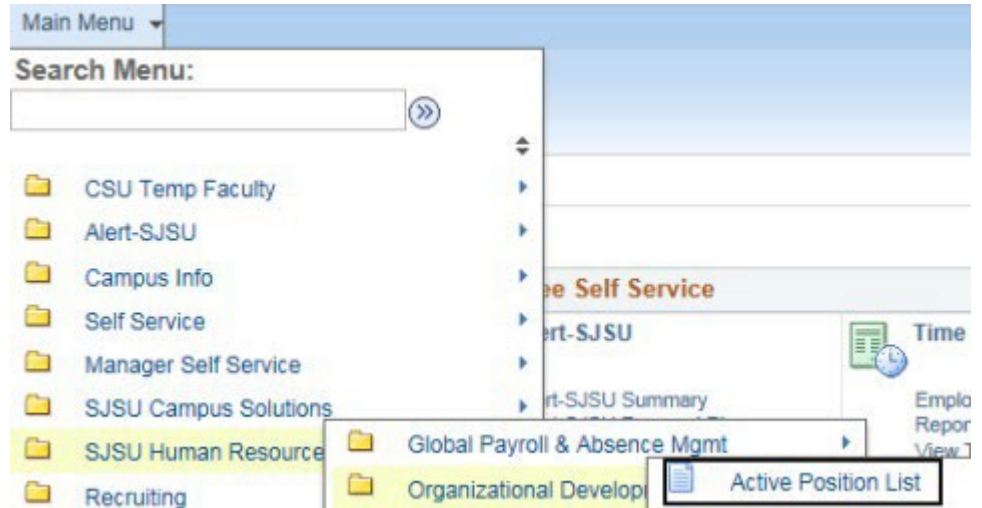
Comments (i.e., special compensation instructions)
 Fall 2016 Cycle 4--New for Fall 2016 at 6.0 WTU's
 Revision 1: Increase WTU's from 6.0 to 9.0 for Fall 2016 7-30-2016 JL
 Revision 2: Decrease WTU's from 9.0 to 6.0. Effective Date 10-1-2016 JL

Department Chair	Signature	Date	Department Contact	Signature	Your Name and Phone Number
Colleague Dean			HR Signoff Date		
Reporting Office			HR Signoff Date		

Chapter 3: Active Position List

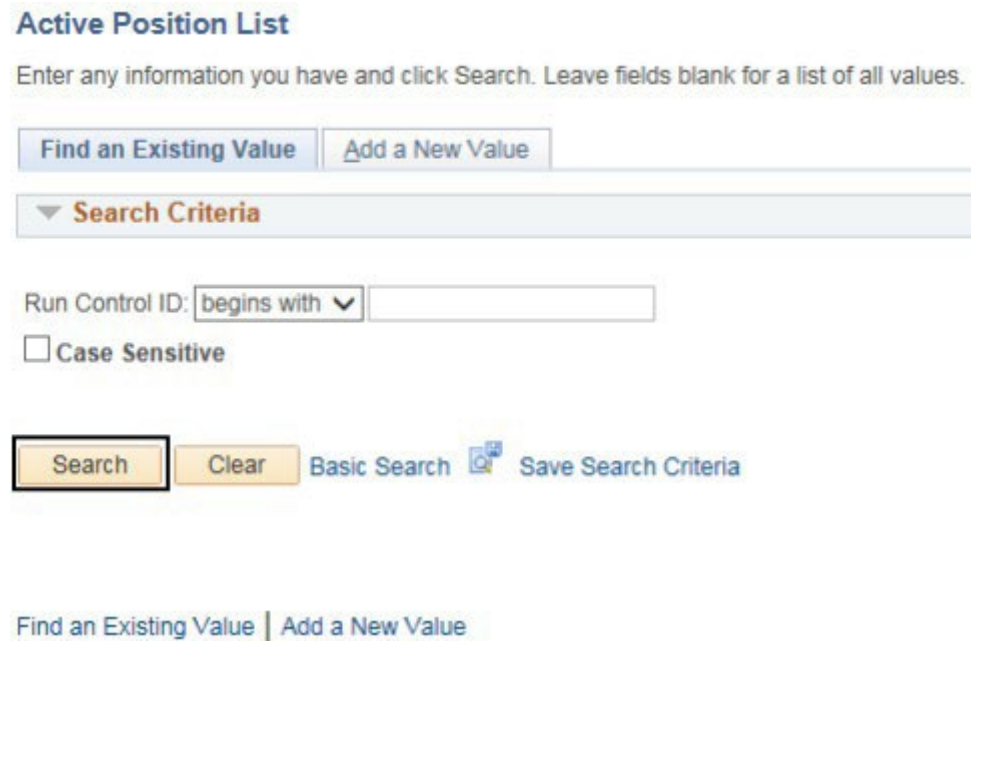
The Active Position List is used to view the active positions, both filled and vacant, in a specified department. Many positions are for one person only, while others are multi-incumbent. This report will show you each position currently active in your department and the incumbent in that position (or Vacant if there is no incumbent). You will also see the funding associated with the position. The steps to run this report are similar to all other SJSU custom HR reports.

1. Navigate to the Active Position List: Main Menu > SJSU Human Resources > Organizational Development > Active Position List.



The Find an Existing Value pagedisplays.

2. Click the Search button.



- Click a Run Control ID link.

Active Position List

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

Search Results

View All First 1-11 of 11 Last

Run Control ID	Language Code
0	English

The Active Position List page displays

- Enter information:
 - SETID: Enter SJ000
 - Department: Enter your department number
 - Sort Options: Click the radio button for your choice data sort on the report
 - Dean/AVP Report: Click the box for a department at this level to generate all departments under that level
- Click the Run button.

Active Position List

Run Control ID: 0 Report Manager Process Monitor

Report Request Parameters

Print Active Position List

SetID:

Department: Dean/AVP Report

Sort Options

Sort by Name within Job Groups
 Sort by Job Title, Name
 Sort by Position Number, Name

The Process Scheduler Request page displays.

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

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

7. Check the Active Position list or Active/Inactive Employee List.

8. Click the OK button.

The prior page displays.

A Process Instance is assigned.

9. Click the Process Monitor link.

10. Click Refresh to update the Run Status.

11. When Run Status shows Success, Distribution Status Posted, click the Details link.

Process Scheduler Request

User ID: _____ Run Control ID: 0

Server Name: PSUNX Run Date: 04/25/2016
Recurrence: _____ Run Time: 3:12:50PM
Time Zone: _____

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Active Position List	SJHR010	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Active/Inactive Employee List	SJHR021	SQR Report	Web	PDF	Distribution

OK Cancel

Active Position List

Run Control ID: 0 Report Manager Process Monitor Run
Process Instance: 3505082

Report Request Parameters

Print Active Position List

SetID: SJ000
Department: 1038 Dean/AVP Report

Sort Options

Sort by Name within Job Groups
 Sort by Job Title, Name
 Sort by Position Number, Name

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

Process List Server List

View Process Request For

User ID: _____ Type: _____ Last: _____ Days: _____ Refresh
Server: PSUNX Name: _____ Instance: _____ to: _____
Run Status: _____ Distribution Status: _____ Save On Refresh

Process List Personalize Find View All First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3505082		SQR Report	SJHR010		04/25/2016 3:12:50PM PDT	Success	Posted	Details

12. Click the View Log/Trace link.

Process Detail

Process	
Instance	3505082
Type	SQR Report
Name	SJHR010
Description	Active Position List
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	0
Location	Server
Server	PSUNX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	04/25/2016 3:14:45PM PDT
Run Anytime After	04/25/2016 3:12:50PM PDT
Began Process At	04/25/2016 3:15:27PM PDT
Ended Process At	04/25/2016 3:15:38PM PDT
	Parameters Transfer Message Log Batch Timings View Log/Trace

OK Cancel

13. Click the PDF link.

View Log/Trace

Report	
Report ID	1197985
Process Instance	3505082
Name	SJHR010
Process Type	SQR Report
Run Status	Success
Message Log	

Active Position List

Distribution Details	
Distribution Node	HASJPRJ
Expiration Date	06/09/2016

File List		
Name	File Size (bytes)	Datetime Created
SQR_SJHR010_3505082.log	1,608	04/25/2016 3:15:38.850245PM PDT
sjhr010_3505082.PDF	9,340	04/25/2016 3:15:38.850245PM PDT
sjhr010_3505082.out	176	04/25/2016 3:15:38.850245PM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

Posn Type/ Position Job Number Code Description	Short Descr	CSU Unit	Reg Tmp	Pos PTE	Pos Budg	Pos Pool	Max Inc	Emplid/Rcd	Incumbent Name	EE PTE	Fund-Account-Class-Project*
Faculty											
00004678 2360 Professor	IF AY-5	083	R	0.60	Y 100	1	00000	/0 Name1	0.60	10005-601100	
00004539 2481 Dept Chair	DC 12-5	083	R	0.40	Y 100	1	00000	/1 Name 2	0.40	10005-601101	
00001210 2358 Lecturer AY-L	LEC AY-L	083	T	1.00	Y 100	999	00003	/0 Name 3	0.20	10005-601813	
00004446 2399 Professor	IF AY-5	083	R	1.00	Y 100	1	00002	/0 Name 4	1.00	10005-601100	
00001300 2358 Lecturer AY-A	LEC AY-A	083	T	1.00	Y 100	999	00422	/0 Name 5	0.60	10005-601813	
00001300 2358 Lecturer AY-A	LEC AY-A	083	T	1.00	Y 100	999	00010	/0 Name 6	0.20	10005-601813	
00001390 2358 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	00480	/2 Name 7	0.40	10005-601813	
00001390 2358 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	00521	/0 Name 8	0.27	10005-601813	
00001390 2358 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	00482	/0 Name 9	0.33	10005-601813	
00002120 2354 Teaching Associate	TCHNG ASAY	083	T	1.00	Y 100	999	00436	/1 Name 10	0.13	10005-601304	

A

B

C

A: This section of the report shows the Position Type (Faculty, Staff, etc.) and Number, as well as the Job Code and Titles for the position. In addition, you will see the CSU Unit (which is where the checks are distributed), the FTE for the position and the maximum number of incumbents for the position. Positions with Max Inc of 999 are multi-incumbent positions where many individuals can be hired.

B: This section of the report shows the information for the incumbent in the position. It includes the EmplID and Rcd # as well as the employee's name and their FTE. The FTE could be different from the position FTE. If the position is vacant, only the word Vacant will appear.

C: This section of the report shows the funding source for the position. This is for the position ONLY and is not indicative of any employee level funding changes you may have submitted to the Accounting office. If you submitted any employee level funding changes, they will be reflected on the LCD-Setup Audit report.

Posn Type/ Position JobCd/ Position Number Grade Description	Short Descr	CSU Unit	Reg Tmp	Pos PTE	Pos Budg	Pos Pool	Max Inc	Pos Eff Date	Pos Stat Emplid/Rcd	Incumbent Name	EE PTE	Report To Name
Faculty												
00004678 2360/5 Professor	IF AY-5	083	R	0.60	Y 100	1	07/01/05	A 0000	/0	Name 1	0.60	D Santari
00004539 2481/5 Dept Chair	DC 12-5	083	R	0.40	Y 100	1	07/01/05	A 0000	/1	Name 2	0.40	D Santari
00001210 2358/1 Lecturer AY-L	LEC AY-L	083	T	1.00	Y 100	999	01/01/01	A 0000	/0	Name 3	0.20	D Santari
00004446 2399/5 Professor	IF AY-5	083	R	1.00	Y 100	1	07/01/05	A 0000	/0	Name 4	1.00	D Santari
00001300 2358/2 Lecturer AY-A	LEC AY-A	083	T	1.00	Y 100	999	01/01/01	A 0042	/0	Name 5	0.60	D Santari
00001300 2358/2 Lecturer AY-A	LEC AY-A	083	T	1.00	Y 100	999	01/01/01	A 0000	/0	Name 6	0.20	D Santari
00001390 2358/3 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	01/01/01	A 0048	/2	Name 7	0.40	D Santari
00001390 2358/3 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	01/01/01	A 0052	/0	Name 8	0.27	R Johnson
00001390 2358/3 Lecturer AY-B	LEC AY-B	083	T	1.00	Y 100	999	01/01/01	A 0048	/0	Name 9	0.33	D Santari

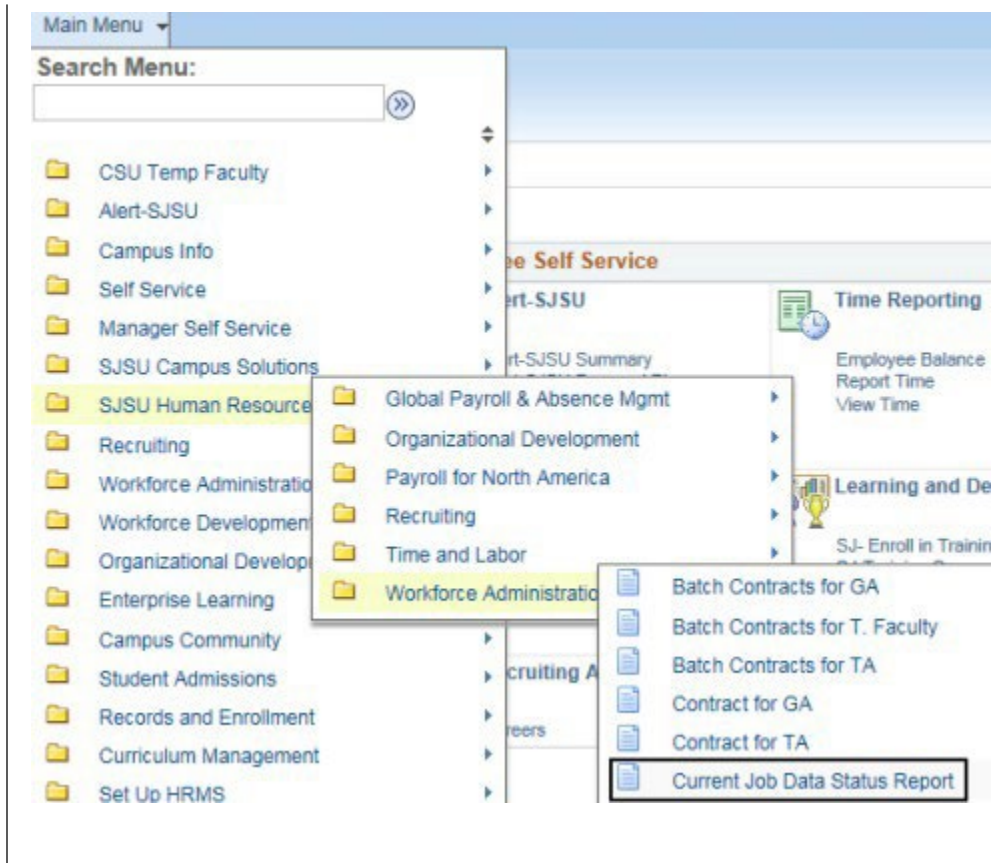
Chapter 4: Current Job Status Report

The Current Job Status Report is used to view job data status of non-terminated/non-retired employees by department. It can be run to list employees by Job Function, Payroll Status and Action Reason.

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

1. Navigate SJSU Human Resources: Main Menu > SJSU Human Resources > Workforce Administration > Current Job Data Status Report.



2. Click Search to use an existing run control ID.
3. Click a Run Control ID in the results.

Current Job Data Status Report

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 Criteria

Run Control ID: begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All First 1-11 of 11 Last

Run Control ID	Language Code
0	English

Current Job data Status Report

Run Control ID: 0

Report Manager

Process Monitor

Run

Department: 1038

Dean/AVP Level

Sort by (J)ob Function / (P)ayroll Status / (A)ction Reason: J

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

The Current Job Data Status Report page displays.

4. Enter information:

- Department: Enter a department ID
- Dean/AVP Level: Check if you have security access and enter a dept id at a Dean or AVP Level
- Sort by:
 - (J)ob Function
 - (P)ayroll Status
 - (A)ction Reason: Enter J. This is the most useful report display.

5. Click the Run button.

The Process Scheduler Request page displays.

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

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

7. Click the OK button.

Process Scheduler Request

User ID _____ Run Control ID 0

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SJHR015	SJHR015	SQR Report	Web	PDF	Distribution

The original parameters page displays.

A Process Instance is assigned.

8. Click the Process Monitor link.

Current Job data Status Report

Run Control ID: 0 Report Manager

Process Instance: 3505085

Department: Dean/AVP Level

Sort by (J)JobFunction / (P)ayroll Status / (A)ction Reason:

9. Click Refresh to update the Run Status.

10. When Run Status shows Success AND Distribution Status shows Posted, click the Details link.

View Process Request For

User ID: Type: Last: Days:

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"/>	3005085		SQR Report	SJHR015		04/25/2016 3:33:00PM PDT	Success	Posted	<input type="button" value="Details"/>

11. Click the View Log/Trace link.

Process Detail

Process

Instance	3505085	Type	SQR Report
Name	SJHR015	Description	SJHR015
Run Status	Success	Distribution Status	Posted

Run **Update Process**

Run Control ID	0	<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"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On	04/25/2016 3:48:37PM PDT	Parameters	Transfer
Run Anytime After	04/25/2016 3:33:00PM PDT	Message Log	
Began Process At	04/25/2016 3:48:54PM PDT	Batch Timings	
Ended Process At	04/25/2016 3:49:00PM PDT	View Log/Trace	

OK Cancel

The Report/Log Viewer page displays.

12. Click the PDF link to open the report.

View Log/Trace

Report

Report ID	1197988	Process Instance	3505085	Message Log
Name	SJHR015	Process Type	SQR Report	
Run Status	Success			

SJHR015

Distribution Details

Distribution Node	HASJPRJ	Expiration Date	06/09/2016
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File List

Name	File Size (bytes)	Datetime Created
SQR_SJHR015_3505085.log	1,608	04/25/2016 3:49:00.486588PM PDT
sjhr015_3505085.PDF	7,402	04/25/2016 3:49:00.486588PM PDT
sjhr015_3505085.out	152	04/25/2016 3:49:00.486588PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Return

An example of the report follows:

Report ID: SJHR015
 Page 1 of 2
 Department: 1023 Urban & Regional Planning

San Jose State University
 Current Job Data Status Report
 Sort by Job Function

Report Date: 04/10/03
 Report Time: 08:41:26
 Process Instance: 111326

Emplid - Red	Name	Position Number	Action	Action Reason	Action Date	Job Code	Comp. Rate	FTE	WTU	Fraction	E.F. Seq.	Eff. Date	Appt. End Date	Appt. Dur.	Exp. Rtn. Date	Payroll Status	PPT. Run Date
Faculty																	
Job Function DC Department Chair																	
000007970-1	Test4,Test4433368628	00004527	PAY	DCH	12/12/02	2481	1,486	0.2	0.00	*****	0	08/30/02				PPT Generated	12/12/02
Job Function TEN Tenure Track																	
000007970-0	Test4,Test4433368628	00002328	PAY	TBC	09/04/02	2360	4,724	0.8	0.00	*****	0	08/22/02				PPT Generated	09/04/02
000011090-0	Test4,Test4433371748	00004693	RFL	PDL	08/23/02	2360	6,683	1	0.00	*****	0	08/22/02				PPT Generated	08/23/02
000099867-0	Test4,Test4433459914	00007476	HIR	APT	09/03/02	2360	4,641	1	0.00	*****	0	08/22/02				PPT Generated	09/03/02
Job Function Temp LEC Lecturers																	
000027171-0	Test4,Test4433387829	00001369	REH	REH	02/17/03	2358	3,337	0.2	3.00	1/5	0	01/21/03	05/27/03	S1		PPT Generated	02/17/03
000035361-0	Test4,Test4433396019	00001369	REH	REH	01/09/03	2358	3,724	0.2	3.00	1/5	0	01/21/03	05/27/03	S1		PPT Generated	02/12/03
000036869-0	Test4,Test4433397527	00001459	REH	REH	08/02/02	2358	3,988	0.2	3.00	1/5	0	08/22/02	05/27/03	Y1		PPT Generated	09/15/02
000042537-0	Test4,Test4433403195	00001369	DTA	APT	07/25/02	2358	3,035	0.2	3.00	1/5	0	08/22/02	05/27/03	Y1		PPT Generated	10/17/02
000081108-0	Test4,Test4433441376	00001459	HIR	APT	01/18/02	2358	3,835	0.2	3.00	1/5	0	01/22/02	05/29/02			Await Further Act.	
003690493-0	Test4,Test4437047095	00001369	HIR	APT	01/29/03	2358	3,317	0.2	3.00	1/5	0	01/21/03	05/27/03	S1		PPT Generated	02/18/03
003691637-0	Test4,Test4437048239	00001459	HIR	APT	01/21/03	2358	3,988	0.2	3.00	1/5	0	01/21/03	05/27/03	S1		PPT Generated	03/07/03
003709941-0	Test4,Test4437066309	00001459	HIR	APT	01/24/03	2358	3,988	0.2	3.00	1/5	0	01/21/03	05/27/03	S1		PPT Generated	03/06/03
Job Function Temp TA Teaching Associate																	
002235611-0	Test4,Test4435594397	00002190	HIR	APT	02/21/03	2354	1,327	0.4	0.00	*****	0	01/21/03	05/27/03	S1		PPT Generated	02/21/03
Student																	
Job Function STD Student Assistant																	
000097800-0	Test4,Test4433457925	00002769	HIR	APT	08/22/02	1870	12	1	0.00	*****	0	08/01/02	08/01/06			Await Further Act.	
000097800-1	Test4,Test4433457925	00002769	HIR	CON	11/12/02	1870	12	1	0.00	*****	0	09/01/02	09/01/06			No PPT Required	

Components of the report

Let's take a look at the various elements of the form. To move between fields, use the Tab key.

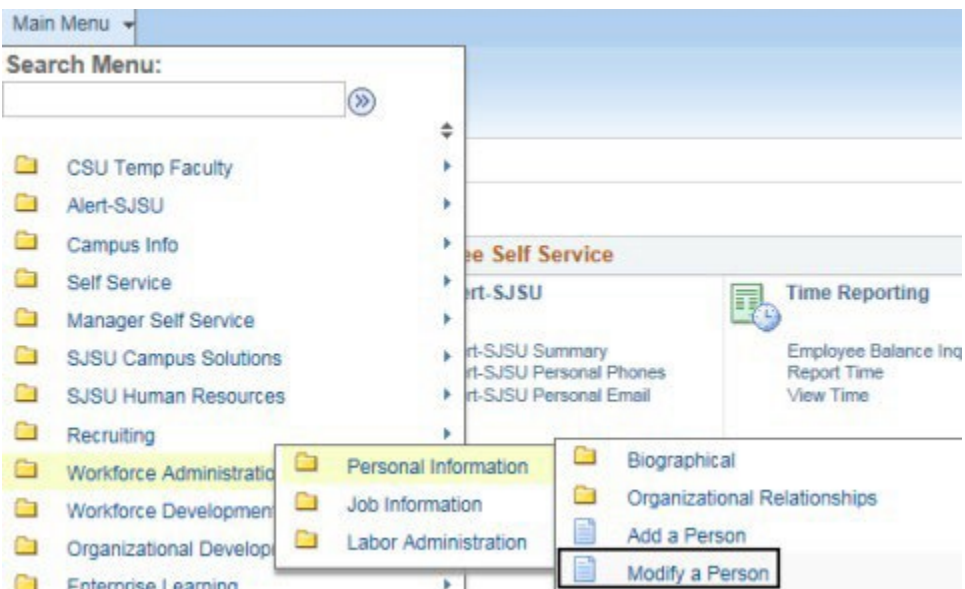
Field Name	Description	Screenshot
Position Number	The position the employee is hired into.	<p><u>Position Number</u></p> <p>00004692</p> <p>00004768</p>
Action Reason	Shows what has most recently occurred with the employee's job record. In this example the top employee had a Pay Rate Change (PAY) because of a Time Base Change (TBC). The lower employee had a Data Change (DTA) because of an Education Degree Update.	<p><u>Action Reason Date</u></p> <p>PAY TBC 09/15/02</p> <p>DTA EDU 07/01/01</p>
Action Date	Indicates when Personnel Services entered the information into PeopleSoft. (Do not confuse this with Effective Date.)	

Field Name	Description	Screenshot				
Payroll Status	Where to look to verify the processing status of the employee paperwork.					
Await Act	Paperwork has not been processed.					
PPT Gen	Paperwork has been processed and sent to payroll for entry into PIMS.					
Error	Paperwork has been processed, but a problem occurred during processing. HR will work to correct the error (which may involve contacting you).	<table border="1"> <thead> <tr> <th data-bbox="1143 617 1240 680">Payroll Status</th> <th data-bbox="1370 617 1500 680">PPT. Run Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="1143 716 1305 743">PPT Generated</td> <td data-bbox="1393 716 1490 743">06/14/02</td> </tr> </tbody> </table>	Payroll Status	PPT. Run Date	PPT Generated	06/14/02
Payroll Status	PPT. Run Date					
PPT Generated	06/14/02					
Pay Ready	Paperwork to be processed. Once HR sets the value to Pay Ready, they are ready to run the process to generate the payroll document.					
No PPT	Action Reason on the job record did not require an update to the State Controller's Office system (PIMS).					
PPT Run Date	Date the payroll paperwork will be generated. If the employee's Effective Date is less than or equal to the current date, the Run Date will default to the currentdate.					
No PPT Required	If the Effective Date is equal to a future date, then the Run Date will equal the Effective Date. The Run Date is the date that the PPT will be generated when the payroll Status is Pay Read. If the Payroll Status is No PPT, then this field will be gray. Please note that the PPT Run Date does not equate to the date the information was keyed into PIMS.	<p data-bbox="1224 1304 1419 1331">Await Furthur Act.</p> <p data-bbox="1224 1352 1403 1379">No PPT Required</p>				

Chapter 5: Where to find what you are looking for — Personal and Job Data

View Personal Data

1. Navigate Workforce Administration: Main Menu > Workforce Administration > Personal Information > Modify a Person.



2. Enter Search Criteria such as an employee id or Name.
3. Click the Search button.

Personal Information

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

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID:	begins with ▼	999999999
Name:	begins with ▼	
Last Name:	begins with ▼	
Second Name:	begins with ▼	
Alternate Character Name:	begins with ▼	
Middle Name:	begins with ▼	

Include History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

The Biographical Details pagedisplays biographical information.

Biographical Details | Contact Information

Temp Faculty Person ID: 999999999

Name Find | View All First 1 of 1 Last

Effective Date: 03/16/2016
 Format Type: English
 Display Name: Temp Faculty View Name

Biographic Information

Date of Birth: Years Months Date of Death:
 Birth Country: USA United States
 Birth State:
 Birth Location: Waive Data Protection:

Biographical History Find | View All First 1 of 1 Last

Effective Date: 03/16/2016
 Gender: Female
 Highest Education Level: Master's Level Degree
 Marital Status: Unknown As of: 03/16/2016
 Language Code:
 Alternate ID: Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number		<input checked="" type="checkbox"/>

Contact Information

Displays address, phone and email related information.

Note: Contact info can be updated by the employee in the Self Service pages of PeopleSoft.

The address type of Campus will display in the campus directory.

Biographical Details | Contact Information

Temp Faculty Person ID: 999999999

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	View Address Detail
Home	03/16/2016	A		View Address Detail

Phone Information Personalize | Find | First 1 of 1 Last

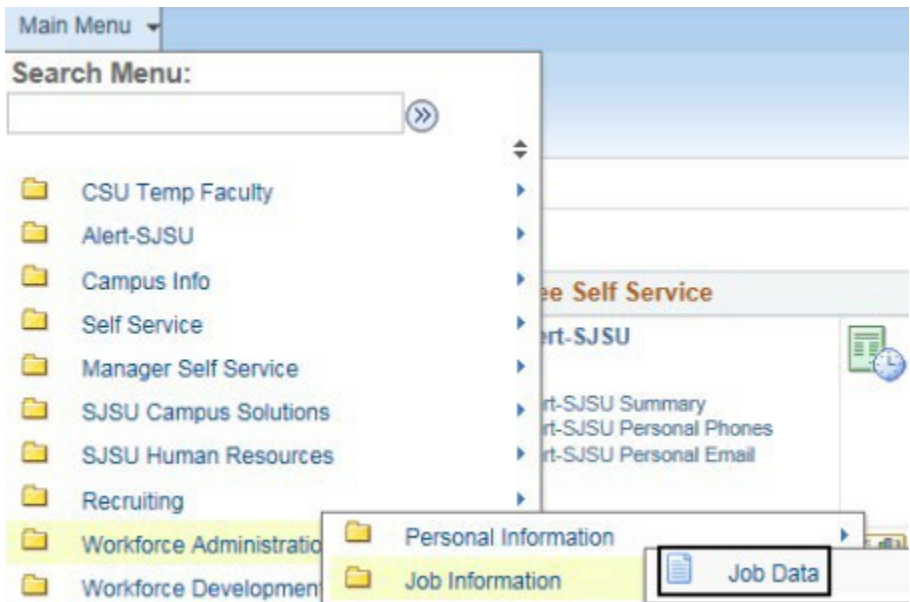
Phone Type	Telephone	Extension	Preferred
Business			<input checked="" type="checkbox"/>

Email Addresses Personalize | Find | First 1 of 1 Last

Email Type	Email Address	Preferred
Business		<input checked="" type="checkbox"/>

View Job Data

1. Navigate to Workforce Administration: Main Menu > Workforce Administration > Job Information Job Data.



2. Enter Search Criteria such as an EmplID.
3. Click the Search button.

Job Data

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

[Find an Existing Value](#)

Search Criteria

Empl ID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

Department SetID: begins with

Department: begins with

Department Description: begins with

HR Status: =

Job Code SetID: begins with

Job Code: begins with

Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

The Work Location page displays.

This displays the most recent job action:

- **Effective Date:** Date of most recent action.
- **Action/Reason:** Displays the type of change that has most recently occurred.

Work Location		Job Information		CSU Job		Compensation		CSU Faculty Job	
Merrick Mendoza		EMP		ID: 999999999		Empl Rcd #: 0			
Find View All First 1 of 12 Last									
HR Status:	Active	Payroll Status:	Active						
Effective Date:	08/22/2005	Sequence:	0	Job Indicator:	Primary Job				
Action / Reason:	Data Change	New Temp Appointment						Current	
Last Start Date:	01/23/1984	Termination Date:							
Expected Job End Date	05/30/2006								
Position Number:	00001300	Lecturer AY-A		Position Entry Date:	08/22/2005				
<input type="button" value="Override Position Data"/> <input type="checkbox"/> Position Management Record									
Regulatory Region:	USA	United States							
Company:	SJS	San Jose State University							
Business Unit:	SJ000	San Jose State University							
Department:	1006	Rocket Science		Department Entry Date:	01/23/2001				
Location:	0083	Rocket Science							
Establishment ID:	SJSU	San Jose State University							
								Date Created:	09/22/2005
Job Data Employment Data Earnings Distribution Benefits Program Participation									

Job Information

- **FTE:** Shows the percentage of time the person is working.

Work Location		Job Information		CSU Job		Compensation		CSU Faculty Job		
Merrick Mendoza		EMP		ID: 999999999		Empl Rcd #: 0				
Find View All First 1 of 12 Last										
Effective Date:	08/22/2005	Effective Sequence:	0	Job Indicator:	Primary Job					
Action / Reason:	Data Chg	New Temp Appointment						Current		
Job Code:	2358	Lecturer AY		Entry Date:	01/23/2001					
Supervisor Level:										
Supervisor ID:										
Reports To:										
Regular/Temporary:	Temporary			Full/Part:	Part-Time					
Empl Class:	Temp 3 Yr.			Officer Code:	None					
Regular Shift:	N/A			Shift Rate:	/					
Classified Indc:	All									
Standard Hours										
Standard Hours:	16.00									
Work Period:	W	Weekly								
FTE:	0.400000			<input type="checkbox"/> Adds to FTE Actual Count?			<input type="checkbox"/> Encumbrance Override			
Contract #										
Contract Number:	AY0506_BURTON_CEE			Contract Type:						

The CSU Job page displays.

- AY Dur of Appt: Shows the appointment length

Work Location Job Information **CSU Job** Compensation CSU Faculty Job

Merrick Mendoza EMP ID: 999999999 Empl Rcd #: 0

CSU Job Find | View All First 1 of 12 Last

Effective Date: 08/22/2005 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Chg New Temp Appointment Current

PPT Status: Generated Run Date: 09/22/2005
 Probation Code: None Prob End:
 Anniversary Code: SSI Max Anni Month / Year: /
 Retirement Code: 08 PERS-SS/MED Pay End Date: 08/31/2006
 Legal Reference: Red Circle Date:
AY Dur of Appt: 1 Year Empl History Remarks:
 Unit: 083 CivEnvEng
 Primary Fund: GFND General Fund
 PPT Processing
 Comments:

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

The Compensation page displays.

Shows compensation related data. Full time comp rate and the actual compensation per month or hour based on their position.

Work Location Job Information CSU Job **Compensation** CSU Faculty Job

Merrick Mendoza EMP ID: 999999999 Empl Rcd #: 0

Compensation Find | View All First 1 of 12 Last

Effective Date: 08/22/2005 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Chg New Temp Appointment Current

Compensation Rate: xxxxx.400000 Frequency: M Monthly

Comparative Information
 Pay Rates
 Default Pay Components

Pay Components Customize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 CSUMTH	0	xxxxxxxx .000000	USD	M	

Calculate Compensation

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

CSU Faculty Job page displays. (Faculty only data page.)

- Faculty Fraction: Temporary Faculty Lecturers, TA & GA value. Correlates with the FTE, but appears in a fraction form. Used by the State Controller's office.

Work Location Job Information CSU Job Compensation **CSU Faculty Job**

Merrick Mendoza EMP ID: 00014964 Empl Rcd #: 0

CSU Faculty Job Find | View All First 1 of 12 Last

Effective Date: 08/22/2005 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Chg New Temp Appointment Current

Sabbatical Eligibility Month/Year: / FERP Eligibility End Date:
 DIP Eligibility Month/Year: / Faculty SSI Remaining: 0
Faculty Fraction: 6 / 15

[CSU Recruit/Termination](#)

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Appendix 1: Short list Action/Reason Codes

In PeopleSoft, every job action requires an Action/Reason code and an effective date. You will be required to select the appropriate Action/Reason code each time you submit an Employee Profile. A full list of Action/Reason codes is available on the MYSJSU website. There may be times when none of these codes is applicable. At that time, you should contact Employee Support Services for assistance in selecting the action/reason.

Numerous actions can be taken related to an employee and their job at the university. The most common are:

- Demotion
- Data Change
- Hire
- Leave of Absence
- Pay Rate Change
- Paid Leave of Absence
- Position Change
- Completion of Probation
- Promotion
- Rehire
- Retirement
- Return from Disability
- Short Term Disability with Pay
- Termination
- Transfer

The Reasons for these Actions are as follows:

Actions and Reasons

Action	Reason
Demotion (DEM)	<ul style="list-style-type: none"> • Disciplinary Action (DIS) • Voluntary (VOL)
Data Change (DTA)	<ul style="list-style-type: none"> • New Appointment (APT) • Extend Appointment (EXN) • Extend/Change Leave of Absence (LOA) • Reorganization (REO) • Serving Terminal Year (STY)

Action	Reason
Hire (HIR)	<ul style="list-style-type: none"> • Appointment (APT) • Concurrent Job (CON) • Appt Former Employee Prior PS (PRI)
Leave of Absence (LOA)	<ul style="list-style-type: none"> • Administrative (ADM) • FMLA/CFRA (FML) • Medical (MED) • Military Service (MIL) • Personal (PER) • Professional (PRO) • Union Release (REL)
Pay Rate Change (PAY)	<ul style="list-style-type: none"> • Campus Funded Merit Increase (CMI) • Campus Funded PSI (PCI) • Partial Leave — Professional (PLF) • Partial Leave — Family Medical (PLM) • Partial Leave — Personal (PLP) • PreRetirement Timebase Reduce (PRT) • Return from Partial Leave (RPL) • Student Pay Rate Change (SPC) • Time Base Change (TBC)
Paid Leave of Absence (PLA)	<ul style="list-style-type: none"> • Difference in Pay – AY (DFA) • Difference in Pay — 12 Mo/Less (DFM) • Diff in Pay — 1 Qtr/Sem (DFS) • Fac Research/Creative Activity (RES) • Sabbatical — AY - 1/2 Pay (SBA) • Sabbatical —1 Qtr/Sem – Full (SBS)
Position Change (POS)	<ul style="list-style-type: none"> • End Temp Job Reclassification (ETR) • In-Class Progress/Range Elev (ICP) • Job Reclassification (JRC) • Reorganization (REO) • Temporary Job Reclassification (TJR)
Completion of Probation (PRC)	<ul style="list-style-type: none"> • Tenure (TEN) • Tenure with Promotion (TWP)
Promotion (PRO)	<ul style="list-style-type: none"> • Promotion (PRO) • RTP Process (RTP) • Temporary Promotion (TMP)

Action	Reason
Rehire (REH)	<ul style="list-style-type: none"> • Mandatory Reinstatement (MAN) • Rehire from Disability Rtrmt (RDR) • Rehire (REH)
Retirement (RET)	<ul style="list-style-type: none"> • Disability (DRT) • Service (SRT)
Return from Leave (RFL)	<ul style="list-style-type: none"> • Return from Unpaid LOA (LOA) • Return from Paid LOA (PDL)
Termination (TER)	<ul style="list-style-type: none"> • Term of MPP on Admin Leave (ALS) • Auto Resignation/AWOL (AWL) • Cancelled Appointment (CNL) • Death (DEA) • Dismissal (DIS) • End Temporary Appointment (END) • Term Position per Fund Change (FND) • Faculty - Contract Not Renewed (FNR) • Failure to Return from Leave (LVE) • Medical (MED) • Rejctd During Prob/NonRetentn (REJ) • Resign - Professional Advncmnt (RSA) • Resignation – Dissatisfied (RSD) • Resignation - Better Job (RSJ) • Resignation (RSN) • Resign - Dissatisf w/Promo Opp (RSO) • Resignation - Personal Reasons (RSP) • Resignation - Better Pay (RSY) • Separation by Agency (SBA)

Action	Reason
Transfer (XFR)	<ul style="list-style-type: none"> • Involuntary Reassignment (INV) • Medical Reasons (MED) • Pay Plan Chg w/o Fin Settlemnt (PPC) • Pay Plan Chg w/ Fin Settlemnt (PPW) • Reinstatement - Prob Rejected (RPR)) • Reinstatement - Temp Assign (RTA) • Temporary Reassignment (TMP) • Voluntary Reassignment (VOL)