Temp Faculty/ASE Training Guide: PeopleSoft

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Contract Data: One Semester Appointment

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

*Empl ID: [Input Field]
CSU Contract Number: [Input Field]
*Department: [Input Field]

Add

- Effective Date: Start date of semester
- Contract Desc:
  - Format: Name_Dept_Contract Type_Year
- Contract Status: Active
- Term End Date: End date of semester
- Contract Type: Semester Appointment
- Position Nbr:
- Dept: Auto populates
- Term: Select the appropriate semester term
- Cycle: Auto populates based on the selected term
- Late Start?: N
  - If Late Start is “L-Late Start”, then enter the number of days worked in Academic Days Paid field
- Comp Rate: Ensure it falls within the Salary Schedule
- Total WTU: Enter WTU
- Comments: Enter information about semester WTUs

![TF Contract Detail](image)

- Letter Code: CN1

![Contract Status/Content](image)

- Press Save

- Example of complete Contract Status/Content tab
**Contract Status/Content**

<table>
<thead>
<tr>
<th>Person ID: 000558234</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contract Status/Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Contract #: 000047604</td>
</tr>
<tr>
<td>Eff Date: 08/19/2024</td>
</tr>
<tr>
<td>Contract Status: Active</td>
</tr>
<tr>
<td>Reg Region: USA</td>
</tr>
<tr>
<td>Contract Type: 006</td>
</tr>
<tr>
<td>Approved by:</td>
</tr>
</tbody>
</table>

**TF Contract Detail**

<table>
<thead>
<tr>
<th>Position Nbr: 00091288</th>
<th>Lecturer AY-A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: 1107</td>
<td>Bus. Unit: SJ000</td>
</tr>
<tr>
<td>African American Studies</td>
<td>SJSU</td>
</tr>
<tr>
<td>Term: 2244</td>
<td>Job Code: 2356</td>
</tr>
<tr>
<td>Cycle: 4</td>
<td>Sal Plan/Grid: 335 / 2</td>
</tr>
<tr>
<td>Late Start? N</td>
<td>Comp Rate: 5200.00000</td>
</tr>
<tr>
<td>Academic Days Paid:</td>
<td>Total WTU: 3.00000</td>
</tr>
<tr>
<td>Fall 3 WTU</td>
<td></td>
</tr>
</tbody>
</table>
Contract Data: Late Start Appointment

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

- Effective Date: Start date after start of semester; on or after EVC date
- Contract Desc:
  - Format: Name_Dept_Contract Type_Year
- Contract Status: Active
- Term End Date: End date of semester
- Contract Type: Choose appropriate type
- Position Nbr:
- Dept: Auto populates
- Term: Select the appropriate semester term
- Cyle: Auto populates based on the selected term
- Late Start: L
- Academic Days Paid: Count the number of days that the faculty member would receive pay starting with the Effective Date
- Comp Rate: Ensure it falls within the Salary Schedule
- Total WTU: Enter WTU
- Comments: Enter information about semester WTUs

![TF Contract Detail](image)

- Letter Code: CN1

![Contract Status/Content](image)

- Press Save

- Example of complete Contract Status/Content tab
**Contract Data: AY Appointment**
This example is regarding inputting data in CSU Contract Data for a faculty member on an AY contract (working fall and spring semesters)

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

### CSU Contract Data

![Add a New Value button]

*Empl ID:*

CSU Contract Number: NEW

*Department:*

- **Note:** Enter Fall information first, then save
- **Contract Status/Content section on Contract Status/Content tab**
  - Effective Date: Start date of fall semester
  - Contract Desc:
    - Format: Name_Dept_Contract Type_Year
  - Contract Status: Active
  - Term End Date: End date of AY
  - Contract Type: Academic Year Appointment
- **TF Contract Detail section on Contract Status/Content tab**
  - Position Nbr:
  - Dept: Auto populates
  - Term: Fall semester term
  - Cycle: 4
  - Late Start: N
  - Comp Rate: Ensure it falls within the Salary Schedule
  - Total WTU: Enter WTU
  - Comments: Enter information about fall and spring WTUs

- **TF Contract Total tab**
  - Letter Code: CN1
• Press Save

• Add a row and enter spring information
   ○ To add a row, click on the + button at the upper right corner. The contract will show “1 of 2” above the + button

• Contract Status/Content section on Contract Status/Content tab
   ○ Effective Date: Start date of spring semester
   ○ Term End Date: End date of spring semester
○ TF Contract Detail section on Contract Status/Content tab
  ○ Term: Spring semester term
  ○ Cycle: 2
  ○ Total WTU: Enter WTU if different from the fall semester
  ○ Comments: Enter information about fall and spring WTUs if different from the fall semester

○ TF Contract Total tab
  ○ Letter Code: CN1

○ Press Save

○ Example of complete Contract Status/Content tab
**Example of complete TF Contract Total**
### Contract Data

<table>
<thead>
<tr>
<th>Title</th>
<th>Dept</th>
<th>Dept Name</th>
<th>Job Cd</th>
<th>Sal Plan</th>
<th>Sal Grid</th>
<th>Term</th>
<th>Comp Rate</th>
<th>Pay Decimal</th>
<th>Fraction</th>
<th>Month Rate</th>
<th>Term Rate</th>
<th>Total Rate</th>
<th>Last Upd DTTm</th>
<th>Last Upd By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer A/C</td>
<td>1168</td>
<td>School of Information</td>
<td>2358</td>
<td>335</td>
<td>4</td>
<td>2252</td>
<td>7500.0000000</td>
<td>0.4000000</td>
<td>6/15</td>
<td>3600.0000</td>
<td>10000.0000</td>
<td>6.0000000</td>
<td>08/19/2024</td>
<td>9:12:20 PM</td>
</tr>
</tbody>
</table>

### Contract Total Detail

<table>
<thead>
<tr>
<th>Title</th>
<th>Dept</th>
<th>Dept Name</th>
<th>Job Cd</th>
<th>Sal Plan</th>
<th>Sal Grid</th>
<th>Term</th>
<th>Comp Rate</th>
<th>Pay Decimal</th>
<th>Fraction</th>
<th>Month Rate</th>
<th>Term Rate</th>
<th>Total Rate</th>
<th>Last Upd DTTm</th>
<th>Last Upd By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer A/C</td>
<td>1168</td>
<td>School of Information</td>
<td>2358</td>
<td>335</td>
<td>4</td>
<td>2244</td>
<td>7500.0000000</td>
<td>0.4000000</td>
<td>6/15</td>
<td>3600.0000</td>
<td>10000.0000</td>
<td>6.0000000</td>
<td>08/19/2024</td>
<td>9:12:20 PM</td>
</tr>
</tbody>
</table>
Contract Data: AY Appointment with Entitlement

This example is regarding inputting data in CSU Contract Data for a faculty member on an AY contract (working fall and spring semesters)

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

- Contract Status/Content section on Contract Status/Content tab
  - Effective Date: Start date of fall semester
  - Contract Desc:
    - Should contain: Name_Dept_Contract Type_Year
  - Contract Status: Active
  - Entitlement: Enter FTE in a 3 digit number
  - Term End Date: End date of the AY
  - Multiple Term End Date: Based on the year of entitlement, enter the end date the multi-year appointment
    - Format: 05/31/XXXX
    - 12.12 Entitlement - Yr 1 of 3: End date should be in 3 years
    - 12.12 Entitlement - Yr 2 or 3: End date should be in 2 years
    - 12.12 Entitlement - Yr 3 of 3: End date should be at the end of the current/upcoming AY
  - Contract Type: Select the appropriate year of entitlement
    - 12.12 Entitlement - Yr 1 of 3
    - 12.12 Entitlement - Yr 2 or 3
    - 12.12 Entitlement - Yr 3 of 3
- TF Contract Detail section on Contract Status/Content tab
  - Position Nbr:
  - Dept: Auto populates
  - Term: Fall semester term
  - Cycle: 4
  - Late Start: N
  - Comp Rate: Ensure it falls within the Salary Schedule
  - Total WTU: Enter WTU
  - Comments: Enter information about fall and spring WTUs

- TF Contract Total tab
  - Letter Code: CN1
- Press Save

- Add a row and enter spring information
  - To add a row, click on the + button at the upper right corner. The contract will show “1 of 2” above the + button

- Contract Status/Content section on Contract Status/Content tab
  - Effective Date: Start date of spring semester
  - Term End Date: End date of spring semester
● TF Contract Detail section on Contract Status/Content tab
  ○ Term: Spring semester term
  ○ Cycle: 2
  ○ Total WTU: Enter WTU if different from the fall semester
  ○ Comments: Enter information about fall and spring WTUs if different from the fall semester

● TF Contract Total tab
  ○ Letter Code: CN1

● Press Save
- Example of complete Contract Status/Content tab

<table>
<thead>
<tr>
<th>Contract Status/Content</th>
<th>TF Contract Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person ID: 000558234</td>
<td></td>
</tr>
</tbody>
</table>

**Contract Status/Content**

- CSU Contract #: 000047604
- *Eff Date*: 08/19/2024
- *Contract Status*: Active
- Reg Region: USA
- Contract Type: 014
- Approved by: Approver1

**TF Contract Detail**

- *Position Nbr*: 00001288
- Department: 1107, African American Studies
- Term: 2244, Cycle: 0
- *Late Start?*: N
- Comments: AY 2024-2025: Fall 3 WTU; Spring 6 WTU

- CSU Contract #: 000047604
- *Eff Date*: 01/21/2025
- *Contract Status*: Active
- Reg Region: USA
- Contract Type: 014
- Approved by: Approver1

**TF Contract Detail**

- *Position Nbr*: 00001288
- Department: 1107, African American Studies
- Term: 2252, Cycle: 0
- *Late Start?*: N
- Comments: AY 2024-2025: Fall 3 WTU; Spring 6 WTU

- Example of complete TF Contract Total
### Contract Data

<table>
<thead>
<tr>
<th>CSU Contract Number</th>
<th>DeptID</th>
<th>Eff Date</th>
<th>Eff Seq</th>
<th>Personalize</th>
<th>Find</th>
<th>View</th>
<th>First</th>
<th>1-2 of 2</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>000047564</td>
<td>1107</td>
<td>04/21/2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Contract Total Detail

<table>
<thead>
<tr>
<th>Title</th>
<th>Dept</th>
<th>Dept Name</th>
<th>Job Cl</th>
<th>Job Plan</th>
<th>Sal Grid</th>
<th>Term</th>
<th>Comp Rate</th>
<th>Pay Decimal</th>
<th>Fraction</th>
<th>Month Rate</th>
<th>Term Rate</th>
<th>Total WTU</th>
<th>Print</th>
<th>Letter Code</th>
<th>Date Printed</th>
<th>Last Updated</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer AY-A</td>
<td>1107</td>
<td>African American Studies</td>
<td>2358</td>
<td>335</td>
<td>2</td>
<td>2252</td>
<td>5200.000000</td>
<td>0.400000</td>
<td>6/15</td>
<td>2000.00</td>
<td>12480.00</td>
<td>6.000000</td>
<td>C1N1</td>
<td>06/20/2024</td>
<td>9:33 AM</td>
<td>08/07/2024</td>
<td>010741445</td>
</tr>
</tbody>
</table>

### Contract Total Detail

<table>
<thead>
<tr>
<th>Title</th>
<th>Dept</th>
<th>Dept Name</th>
<th>Job Cl</th>
<th>Job Plan</th>
<th>Sal Grid</th>
<th>Term</th>
<th>Comp Rate</th>
<th>Pay Decimal</th>
<th>Fraction</th>
<th>Month Rate</th>
<th>Term Rate</th>
<th>Total WTU</th>
<th>Print</th>
<th>Letter Code</th>
<th>Date Printed</th>
<th>Last Updated</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer AY-A</td>
<td>1107</td>
<td>African American Studies</td>
<td>2358</td>
<td>335</td>
<td>2</td>
<td>2244</td>
<td>5200.000000</td>
<td>0.200000</td>
<td>1/5</td>
<td>1040.00</td>
<td>6240.00</td>
<td>3.000000</td>
<td>C1N1</td>
<td>06/20/2024</td>
<td>9:33 AM</td>
<td>08/07/2024</td>
<td>010741445</td>
</tr>
</tbody>
</table>

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display] [Include History] [Correct History]
Contract Data: 12 Month Appointment

This example is regarding inputting data in CSU Contract Data for a faculty member on a 12 month contract.

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

![Contract Data Interface]

- Contract Status/Content section on Contract Status/Content tab
  - Effective Date: Start date of the contract
  - Contract Desc:
    - Format: Name_Devt_Contract Type_Year
  - Contract Status: Active
  - Term End Date: End date of the contract
    - Date should be one year from the start date
  - Contract Type: 12 Month Appointment

![Contract Status/Content Section]
- TF Contract Detail section on Contract Status/Content tab
  - Position Nbr:
  - Dept: Auto populates
  - Term: 12 Month Faculty or Librarian
  - Cycle: 5
  - Late Start: N
  - Comp Rate: Ensure it falls within the Salary Schedule
  - Total WTU: Enter WTU
  - Comments: Enter information about the contract’s WTUs

- TF Contract Total tab
  - Letter Code: CN1

- Press Save

- Example of complete Contract Status/Content tab
- Example of complete TF Contract Total

<table>
<thead>
<tr>
<th>Contract Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Lecturer 12 Mo</td>
</tr>
</tbody>
</table>
Contract Data: Revision on start of semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

**CSU Contract 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
- 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]

- Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date
- Total WTU: Update this to contain the total WTUs that the faculty will be teaching for the semester
- Comments: Add a comment to document the update the WTUs

Example of complete Contract Status/Content tab

![Contract Status/Content Example](image-url)
Contract Data: Revision after start of semester

This example is how to revise an AY contract after the start of a semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>CSU Contract Number</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Contract Status</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

- Add a row by clicking the + button at the upper right corner
• Effective Date: Date that faculty member will have a change to their WTUs after the start of the semester

• Total WTU: Update this to contain the total WTUs that the faculty will be teaching for the semester
• Comments: Add a comment to document the update the WTUs

• Example of complete Contract Status/Content tab
Contract Data: Terminate AY Contract on start of semester

This example is how to cancel an AY contract at or before the start of a semester.

This example is how to revise an AY contract at or before the start of a semester.

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID</td>
<td>begins with</td>
</tr>
<tr>
<td>CSU Contract Number</td>
<td>begins with</td>
</tr>
<tr>
<td>Department</td>
<td>begins with</td>
</tr>
<tr>
<td>Contract Status</td>
<td>=</td>
</tr>
<tr>
<td>Term</td>
<td>begins with</td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
</tr>
<tr>
<td>Name</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with</td>
</tr>
</tbody>
</table>

- Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

- Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date
- Contract Status: Cancelled
- Total WTU: Zero (0)
  - If the faculty has an AY appointment and the faculty will not work during the fall and spring semester, update the Total WTU fields of all rows to zero (0)
- Comments: Add a comment to document that the faculty will not work

### Example of complete Contract Status/Content tab

<table>
<thead>
<tr>
<th>Contract Status/Content</th>
<th>TF Contract Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eff Date:</strong> 01/22/2024</td>
<td></td>
</tr>
<tr>
<td><strong>Contract Status:</strong> Cancelled</td>
<td></td>
</tr>
</tbody>
</table>

- Press Save
- Example of complete Contract Status/Content tab
Contact Data: Terminate AY Contract on date after the start of the semester

This example is how to cancel an AY contract after the start of a semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

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

- Add a row by clicking the + button at the upper right corner
- **Effective Date**: Date that faculty member stops working after the start of the semester

- **Total WTU**: Zero (0)
  - If the faculty has an AY appointment, update the Total WTU fields of all future dated rows to zero (0)
- **Comments**: Add a comment to document the date that the faculty stopped working
● Press Save

● Example of complete Contract Status/Content tab
### Contract Status/Content

<table>
<thead>
<tr>
<th>CSU Contract #</th>
<th>DeptID:</th>
<th>Contract Desc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>111</td>
<td>BBaack_History_AY 23-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Eff Date:</th>
<th>Effective Sequence:</th>
<th>Contract Desc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/24/2024</td>
<td>0</td>
<td>BBaack_History_AY 23-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Contract Status:</th>
<th>Effective Sequence:</th>
<th>Contract Desc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>0</td>
<td>BBaack_History_AY 23-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reg Region:</th>
<th>Academic Year Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Type:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver1</td>
</tr>
<tr>
<td>Approver2</td>
</tr>
<tr>
<td>Approver3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Comp Rate:</th>
<th>Total WTU:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6929.000000</td>
<td>3.000000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 23 - 3 WTU, Spring 24 - 3 WTU</td>
</tr>
</tbody>
</table>

---

### Contract Status/Content

<table>
<thead>
<tr>
<th>CSU Contract #:</th>
<th>DeptID:</th>
<th>Contract Desc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>000047387</td>
<td>111</td>
<td>BBaack_History_AY 23-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Eff Date:</th>
<th>Effective Sequence:</th>
<th>Contract Desc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2024</td>
<td>0</td>
<td>BBaack_History_AY 23-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Contract Status:</th>
<th>Effective Sequence:</th>
<th>Contract Desc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>0</td>
<td>BBaack_History_AY 23-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reg Region:</th>
<th>Academic Year Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Type:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver1</td>
</tr>
<tr>
<td>Approver2</td>
</tr>
<tr>
<td>Approver3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Comp Rate:</th>
<th>Total WTU:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6929.000000</td>
<td>0.000000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 23 - 3 WTU, Spring 24 - 3 WTU</td>
</tr>
<tr>
<td>Faculty resigned on 2/124- 0 WTU</td>
</tr>
</tbody>
</table>
**Contract Data: Terminate AY Entitlement Contract on start of semester**

This example is how to cancel an AY contract at or before the start of a semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

### 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](image)

- **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**

- Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date
- **Contract Status: Cancelled**
- Total WTU: Zero (0)
- Comments: Add a comment to document that the faculty will not work

**TF Contract Detail**

<table>
<thead>
<tr>
<th>Position Nbr: 00001603</th>
<th>Lecturer AY-D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: 1189</td>
<td>Marketing &amp; Business Analytics</td>
</tr>
<tr>
<td>Term: 2234</td>
<td>Cycle: 4</td>
</tr>
<tr>
<td>*Late Start? N</td>
<td>Academic Days Paid:</td>
</tr>
<tr>
<td>Comments: AY 23-24 Entitlement 3/3: Fall 3 WTU; Spring 8 WTU</td>
<td></td>
</tr>
</tbody>
</table>

- Press Save
- Example of complete Contract Status/Content tab
- Example of TF Contract Total tab
<table>
<thead>
<tr>
<th>Contract Status/Content</th>
<th>TF Contract Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Ash</td>
<td>Person ID: 005823142</td>
</tr>
</tbody>
</table>

**Contract Data**

<table>
<thead>
<tr>
<th>CSU Contract Number:</th>
<th>DeptId: 1189</th>
<th>Eff Date: 01/24/2024</th>
<th>Eff Seq: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Name</td>
<td>Job Cd: 2358</td>
<td>Sal Plan: 335</td>
<td>Sal Grid: 5</td>
</tr>
<tr>
<td>Dept</td>
<td>Term: 2234</td>
<td>Comp Rate: 9000.000000</td>
<td>Pay Decimal: 0.400000</td>
</tr>
<tr>
<td></td>
<td>Fraction: 6/15</td>
<td>Month Rate: 3900.0000</td>
<td>Term Rate: 21600.0000</td>
</tr>
<tr>
<td></td>
<td>Total WTU: 0.000000</td>
<td>Print: 06/24/2024</td>
<td>Last Upd By: 010741445</td>
</tr>
</tbody>
</table>

**Contract Total Detail**

<table>
<thead>
<tr>
<th>Eff Date: 08/17/2023</th>
<th>Eff Seq: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Name</td>
<td>Job Cd: 2358</td>
</tr>
<tr>
<td></td>
<td>Term: 2234</td>
</tr>
<tr>
<td></td>
<td>Fraction: 1</td>
</tr>
<tr>
<td></td>
<td>Total WTU: 0.000000</td>
</tr>
</tbody>
</table>

**Contract Status/Content | TF Contract Total**
Generating the Appointment Form: Semester Appointment

- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- 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

Run Control ID  Language Code
ActiveList  English
RUN_PPT  English

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
  - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First line of Action Reason:
  - New hire: HIR/APT
  - New to department: HIR/CON
  - Reappointment: DTA/APT
  - Rehire: REH/REH
- Effective date: Leave blank
- Second line of Action Reason: Leave blank
- Initiating Official: Name of Chair
- Appointing Official: Name of Dean, Dean Designee, or DRO
- Dept Contact - Name & Ph.: Name and phone number of Department Admin
- Click the Run button
- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link

- Click on the PDF link
The Appointment Form will appear. Save the form and route for signatures.
San Jose State University
Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form

Effective Date: 08/01/24
Action: IR/ APT
Start Date: 08/01/24

Employee ID: 0140032076
Emp Roll: Absalom, Absalom
Employee Name: 000847662
Contact Number & Description: Absalom, Absalom, Fall 24
Employee Code: Absalom, Absalom, Fall 24
Effective Date: 10/24/2024
SIF Seq: 0

Contract Type: 286 Semester Appointment
Contract Expected End Date: 286 Semester Appointment
Multi-Year End Date: 286 Semester Appointment
Enrollment: 286 Semester Appointment
Original Hire Date: 286 Semester Appointment
SIS Counter: 286 Semester Appointment

Current Contract Data
Term Year: 2024
Cycle: Fall
Department Id / Name: HHH / History
Job Code: 2258
Working Title: Lecturer AV-A
Comp Rate: 315 / 2
Rate: 5,568.00
Actual Comp: 1,100.00
WTH: 3,020.00
FTE: 0.300000
Fraction: 1/5

Job History
Eff Date: 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 2024 Cycle4 - Fall 24 semester only at 3 WTU

Funding: Dept: Fund: Class:Proj:Dept:End Date: Department Name:
Current: HHH: 000000: 000000: 07/01/23: History
Change to:

Initiating Official: Signature: Date:
Department Chair:

Appointing O/ of: Signature: Date:
DHR:

Department Contact: Name/Title: Dept Contact:

Temporary Faculty/ASE Training Guide: PeopleSoft 07/25/2024 Page 42 of 57
Generating the Appointment Form: AY Appointment - Same FTE for AY

- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- 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

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
  - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First line of Action Reason: Reason for the spring semester
  - If faculty member will have same WTU/FTE for the spring semester: DTA/APT
- Effective date: Start of fall semester
- Second line of Action Reason: Input the appropriate Action/Reason for the fall semester
  - New hire: HIR/APT
  - New to department: HIR/CON
  - Reappointment: DTA/APT
  - Rehire: REH/REH
- Initiating Official: Name of Chair
- Appointing Official: Name of Dean, Dean Designee, or DRO
- Dept Contact - Name & Ph.: Name and phone number of Department Admin
- Click the Run button
Click the Ok button
Click the Process Monitor button
Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
Click on the Actions link
Click on the View Log/Trace link

Click on the PDF link
- The Appointment Form will appear. Save the form and route for signatures
San Jose State University
Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form

Effective Date | Action* | Reason* | Effective Date | Action* | Reason*
---|---|---|---|---|---
05/15/24 | DTA | APT | 05/15/25 | HSB | APT

Employee ID: 000130114
Employee Name: Andy An
Contract Number & Description: 000137800 / AA, Social Work, AV 23-24
Effective Date: 23 JAN 2024
Hire Date: 8

Current Contract Data
Term: 2023-2024
Cycle Position: 4
Department Name: School of Social Work
Job Code: 2388
Working Title: Lecturer AV-D
Actual Comp: 8,110.00
Comp Rate: 3.0000
FTE: 4.0000
Function: 1.0

There is no job history associated with this position.

Comments (e.g., special compensation instructions)
Fall 2023 Cycle: 4 - Fall 23 3 WTU; Spring 24 3 WTU
Spring 2024 Cycle: 2 - Fall 23 3 WTU; Spring 24 3 WTU

Qualifying Official Signature Date
Chair Name Signature Date
Appointing Official Signature Date

Department Contact
Name/Phone: Dept Admin x4-XXX

Temp Faculty/ASE Training Guide: PeopleSoft 07/25/2024  Page 46 of 57
Generating the Appointment Form: AY Appointment - Different FTE for both semesters

- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- 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 Results

- Run Control ID
- Language Code
- Active List
- English
- RUN_PPT
- English

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
  - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First line of Action Reason: Reason for spring semester
  - If faculty member will have different WTU/FTE for the spring semester: PAY/TBC
- Effective date: Start of fall semester
- Second line of Action Reason: Input the appropriate Action/Reason for the fall semester
  - New hire: HIR/APT
  - New to department: HIR/CON
  - Reappointment: DTA/APT
  - Rehire: REH/REH
- Initiating Official: Name of Chair
- Appointing Official: Name of Dean, Dean Designee, or DRO
- Dept Contact - Name & Ph.: Name and phone number of Department Admin
- Click the Run button
- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link

- Click on the PDF link
The Appointment Form will appear. Save the form and route for signatures.
### San Jose State University
#### Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form

**Effective Date**: 09/15/25  
**Action**: PAY  
**Session**: TBC  
**Effective Date**: 09/16/25  
**Action**: HIR  
**Session**: AFT

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Emp RId</th>
<th>Employee Name</th>
<th>Contract Number &amp; Description</th>
<th>Effective Date</th>
<th>Off Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>00010241</td>
<td>00010241</td>
<td>Basi Bunzel</td>
<td>00002004 S5244 AAS, AV 24-25</td>
<td>21 JAN 2025</td>
<td>0</td>
</tr>
</tbody>
</table>

**Contract Type**: 801 - Academic Year Appointment  
**Contract Expected End Date**: 25-24 MAY 2025  
**Math Year End Date**:  
**Rollover**:  
**Original Hire Date**:  
**SU Counter**:  

<table>
<thead>
<tr>
<th>Current Contract Data</th>
<th>Sal Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Year</td>
<td>Cycle Position</td>
</tr>
<tr>
<td>2024-1</td>
<td>00001288 / 1107 / African American Studies</td>
</tr>
<tr>
<td>2025-2</td>
<td>00001288 / 1107 / African American Studies</td>
</tr>
</tbody>
</table>

**Job History**
- **Position**
- **Action/Reason**
- **Cycle**
- **Working Title**
- **Dept Name**
- **FTE**
- **Actual Comp**
- **Chg Asm**
- **Chg Per**
- **Comp Rate**

There is no job history associated with this position.

### Comments (Inc. special compensation instructions)
#### Fall 2024 Cycle 1-AY 2024-2025: Fall 3 WTU; Spring 6 WTU
#### Spring 2023 Cycle 2-AY 2024-2025: Fall 3 WTU; Spring 6 WTU

<table>
<thead>
<tr>
<th>Position</th>
<th>Dept</th>
<th>Class</th>
<th>Fed</th>
<th>Per</th>
<th>S/U</th>
<th>End Date</th>
<th>Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Department Contact
- **Name/Phone**: Dept Admin
- **Signature**: Sign Here
- **Date**: Sign Here

- **Inquiring Official**: Signature  
- **Date**: Sign Here  
- **Appointment Official**: Signature  
- **Date**: Sign Here

55S Signature
Generating the Revision Form

- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- 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**

<table>
<thead>
<tr>
<th>Run Control ID</th>
<th>Language Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ActiveList</td>
<td>English</td>
</tr>
<tr>
<td>RUN_PPT</td>
<td>English</td>
</tr>
</tbody>
</table>

- **Empl ID:** Use the magnifying glass and enter the faculty's employee ID number
- **Contract Desc:** Use the magnifying glass to select the appropriate contract
- **Select a form:**
  - Revision Form: Select this option to update a faculty's contract
- **Semester:** Select the appropriate semester in which the revision is taking place
- **Revision Number:** Enter the number of the revision
  - This is to document how many revisions has occurred for this faculty member for easier tracking with the department
- **Effective date:** Date that the revision takes effect
- **Action Reason:** Input the appropriate Action/Reason for the revision
  - Updating FTE/WTUs: PAY/TBC
  - Separation due to resignation: TER/RSN
  - Separation due to reasons other than resignation: TER/END
- **Initiating Official:** Name of Chair
- **Appointing Official:** Name of Dean, Dean Designee, or DRO
- **Dept Contact - Name & Ph.:** Name and phone number of Department Admin
- **Click the Run button**
- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link

- Click on the PDF link
The Appointment Form will appear. Save the form and route for signatures.
San Jose State University
TF/TA/GA Contract Revision Form

Valid Action/Reason codes can be found on the website at www.sjsu.edu/hr/tdm. 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.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Emp ID</th>
<th>Employee Name</th>
<th>Contract Number &amp; Description</th>
<th>Effective Date</th>
<th>Eff Seq</th>
</tr>
</thead>
<tbody>
<tr>
<td>0009871210</td>
<td></td>
<td>Ahsadilla</td>
<td>000045111 Ahsadilla, AY24-25, Music</td>
<td>21 JAN 2025</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001: Academic Year Appointment</td>
<td>23-MAY-2025</td>
<td>Multi-Year End Date</td>
</tr>
</tbody>
</table>

### Current Contract Data

<table>
<thead>
<tr>
<th>Term Year</th>
<th>Cycle Position # / Department Id / Name</th>
<th>Job Code</th>
<th>Working Title</th>
<th>Sal Plan / Grade</th>
<th>Comp Rate</th>
<th>Actual Comp</th>
<th>WTU</th>
<th>FTE</th>
<th>Fraction</th>
</tr>
</thead>
<tbody>
<tr>
<td>2244</td>
<td>2024 000001345/1202 / School of Music</td>
<td>2308</td>
<td>Lecturer IV-A</td>
<td>335 / 2</td>
<td>5,500.00</td>
<td>1,833.33</td>
<td>3.000000</td>
<td>0.333333</td>
<td>1/3</td>
</tr>
<tr>
<td>2252</td>
<td>2025 000001345/1202 / School of Music</td>
<td>2308</td>
<td>Lecturer IV-A</td>
<td>335 / 2</td>
<td>5,500.00</td>
<td>1,100.00</td>
<td>3.000000</td>
<td>0.200000</td>
<td>1/5</td>
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</table>

### Job History

<table>
<thead>
<tr>
<th>F086</th>
<th>Position</th>
<th>Action/Reason History</th>
<th>Working Title</th>
<th>Dept Name</th>
<th>FTE</th>
<th>Actual Comp</th>
<th>Chg Ant</th>
<th>Chg Pct</th>
<th>Comp Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is no job history associated with this position.

**Comments (i.e., special compensation instructions):**

Fall 2024 Cycle: 4--AY24-25 at 3 WTU both semesters
Revision: Fall 5 WTNs and Spring 3 WTNs
Spring 2025 Cycle: 2--AY24-25 at 3 WTU both semesters
Revision: Fall 5 WTNs and Spring 3 WTNs

<table>
<thead>
<tr>
<th>Initiating Official</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appointing Official</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department Contact:
Name/Phone: 
Dept Contact Name & Phone: 

**FNS SignDate:**
Generating the Statement of Terms and Conditions

- Navigate to Temp Fac Contract by Emplid
- Click the Search button
- Select a Run Control ID

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Dean’s Name: Enter the name of the Dean or Dean Designee

- Click the Run button
- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link
● Click on the PDF link

The Statement of Terms and Conditions will appear. Save the form and route for signatures
Common Action/Reasons for Appointment/Revision Form

- **HIR/APT: New Hires**
  - Use for new hires who never had an employment record in PeopleSoft and are receiving their first employment record.

- **HIR/CON: Hire Concurrent**
  - Use for faculty who already have records in PeopleSoft in a department but is being newly hired to an additional department.

- **DTA/APT: Reappointment**
  - Use for faculty who are being reappointed; faculty worked in the most recent semester and has not been terminated and will continue to work in the same department and same job code as the prior semester.

- **REH/REH: Rehires**
  - Use for faculty who are currently inactive in their employment record and will be reactivated into the same department and same job code that they previously held.

- **PAY/TBC: Update to Timbase/FTE/WTUs**
  - Use to update the FTE/WTUs to a value that is not zero.

- **TER/RSN: Separation due to resignation**
  - Use to separate a faculty due to the specific reason of resignation. Paperwork that is submitted must include resignation letter.

- **TER/END: Separation due to reasons other than resignation**
  - Use to separate a faculty due to any reason that is not resignation.