# TEMP FACULTY/ASE TRAINING GUIDE: PEOPLESOFT

## Temp Faculty/ASE Training Guide: PeopleSoft

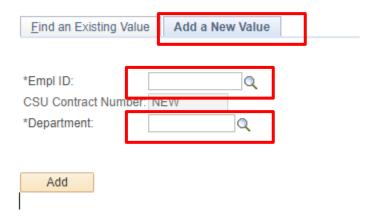
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## **Contract Data: One Semester Appointment**

- 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**



Effective Date: Start date of semester

• Contract Desc:

Format: Name\_Dept\_Contract Type\_Year

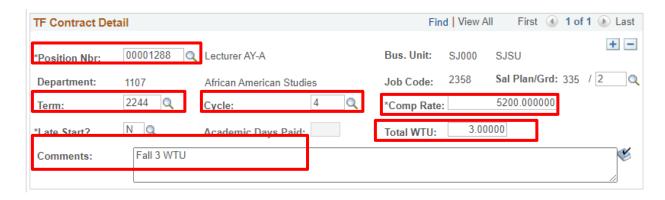
Contract Status: Active

Term End Date: End date of semesterContract Type: Semester Appointment





- Position Nbr:
- Dept: Auto populates
- Term: Select the appropriate semester term
- Cyle: 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

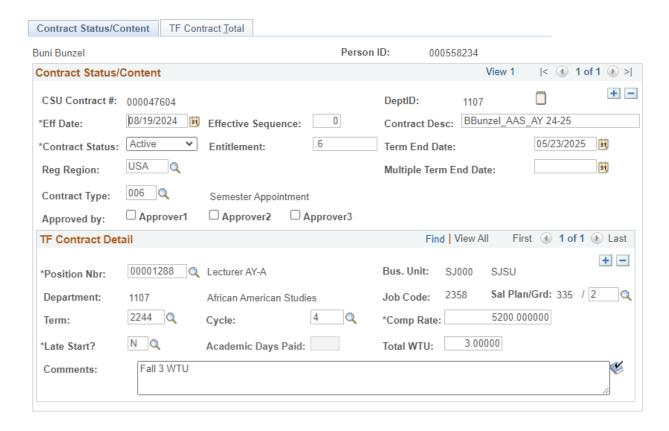


Letter Code: CN1



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



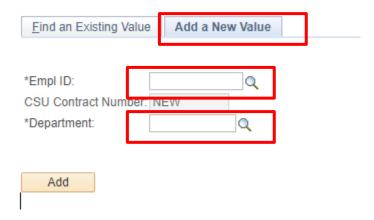




## **Contract Data: Late Start Appointment**

- 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 semesterContract 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

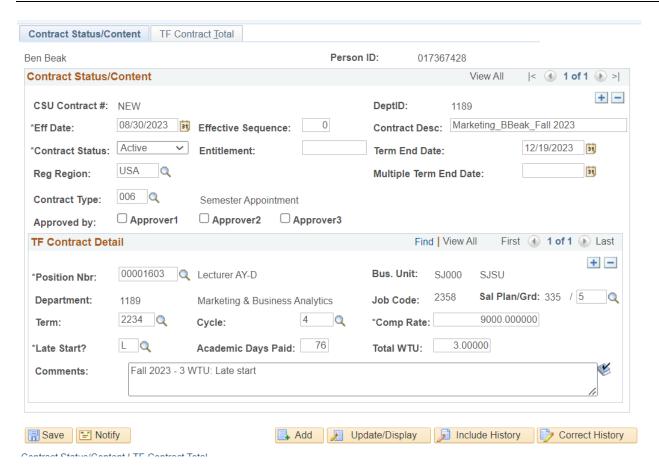


Letter Code: CN1



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





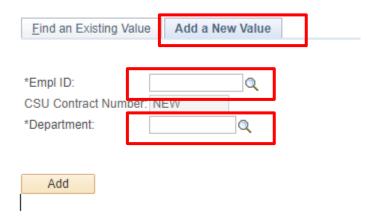
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## **Contract Data: AY Appointment**

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

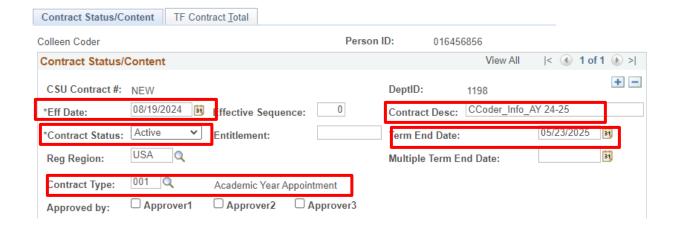
- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

#### CSU Contract Data

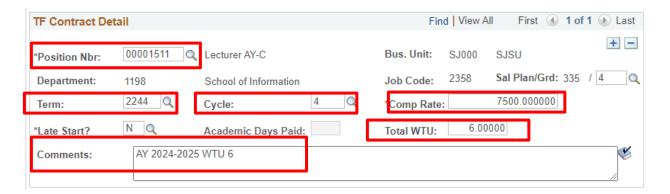


- \*Note: Enter Fall information first, then save
- Contract Status/Content section on Contract Status/Content tab
  - o Effective Date: Start date of fall semester
  - Contract Desc:
    - Format: Name\_Dept\_Contract Type\_Year
  - Contract Status: Active
  - Term End Date: End date of AY
  - o Contract Type: Academic Year Appointment





- TF Contract Detail section on Contract Status/Content tab
  - Position Nbr:
  - Dept: Auto populates
  - Term: Fall semester term
  - o Cyle: 4
  - Late Start: N
  - Comp Rate: Ensure it falls within the Salary Schedule
  - o Total WTU: Enter WTU
  - Comments: Enter information about fall and spring WTUs

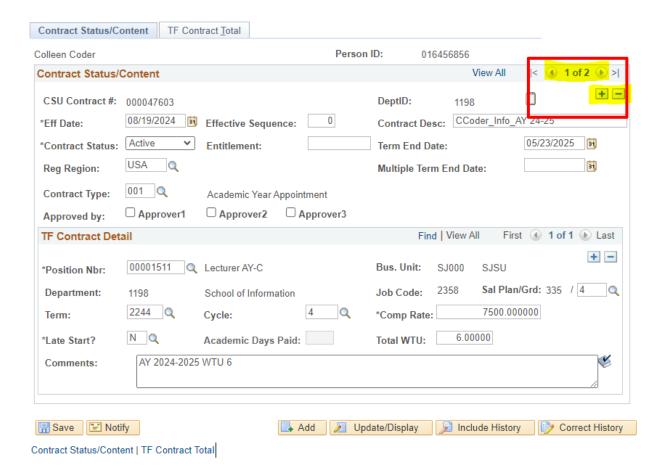


- TF Contract Total tab
  - o Letter Code: CN1



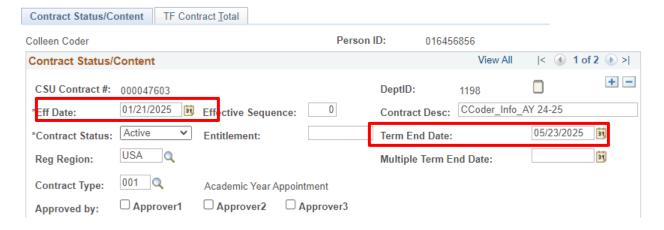


- Press Save
- Add a row and enter spring information
  - To add a row, click on the + button at the upper right corner. The contract will show "1 of 2" above the + button

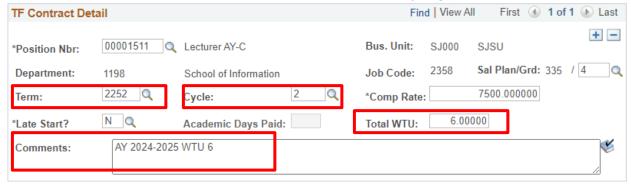


- Contract Status/Content section on Contract Status/Content tab
  - o Effective Date: Start date of spring semester
  - Term End Date: End date of spring semester





- TF Contract Detail section on Contract Status/Content tab
  - o Term: Spring semester term
  - Cyle: 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

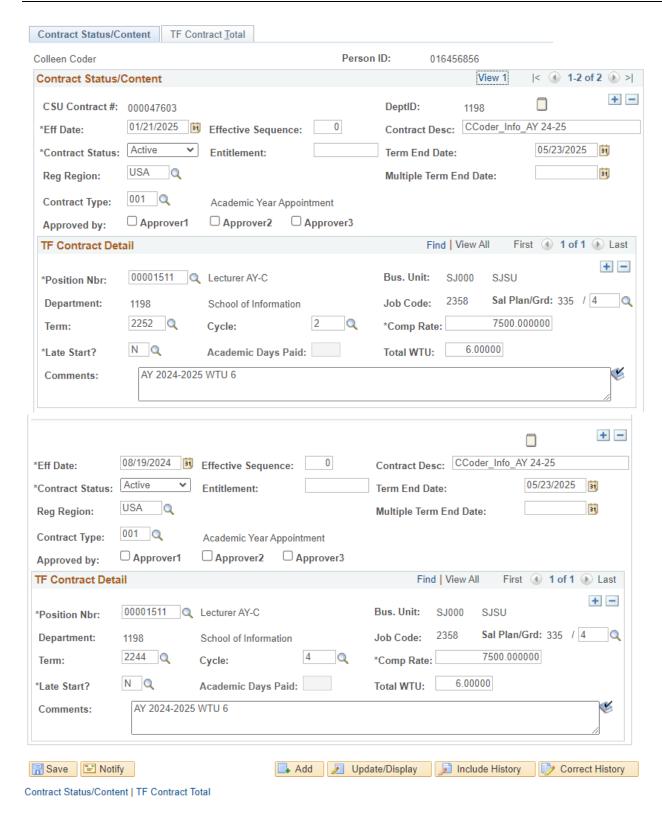


- TF Contract Total tab
  - Letter Code: CN1



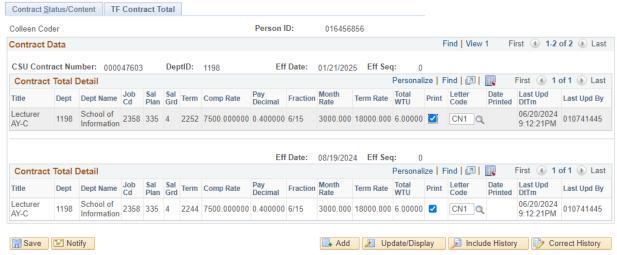
- Press Save
- Example of complete Contract Status/Content tab





Example of complete TF Contract Total





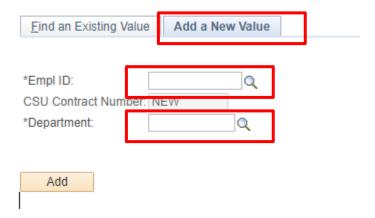
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## **Contract Data: AY Appointment with Entitlement**

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

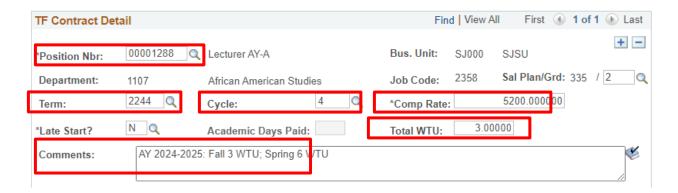


- Contract Status/Content section on Contract Status/Content tab
  - o Effective Date: Start date of fall semester
  - Contract Desc:
    - Should contain: Name\_Dept\_Contract Type\_Year
  - o Contract Status: Active
  - o Entitlement: Enter FTE in a 3 digit number
  - Term End Date: End date of the 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
  - o Term: Fall semester term
  - o Cyle: 4
  - Late Start: N
  - Comp Rate: Ensure it falls within the Salary Schedule
  - Total WTU: Enter WTU
  - o Comments: Enter information about fall and spring WTUs

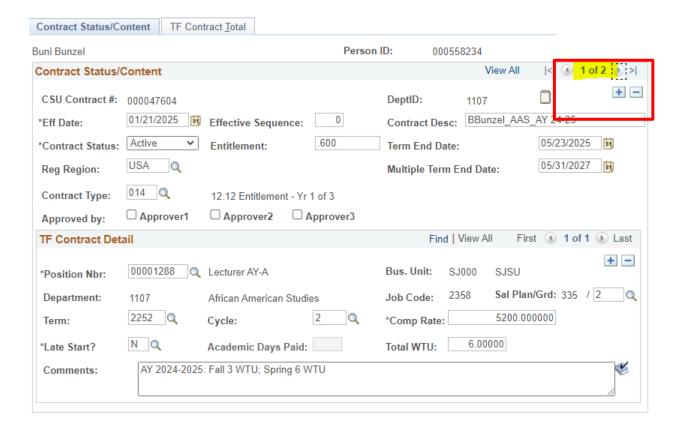


- TF Contract Total tab
  - Letter Code: CN1





- 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

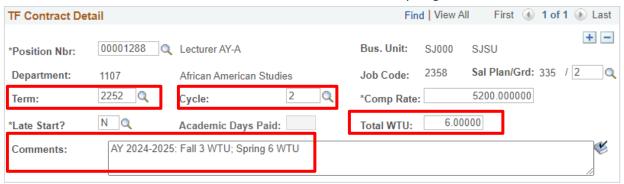


- Contract Status/Content section on Contract Status/Content tab
  - o Effective Date: Start date of spring semester
  - Term End Date: End date of spring semester





- TF Contract Detail section on Contract Status/Content tab
  - Term: Spring semester term
  - Cyle: 2
  - Total WTU: Enter WTU if different from the fall semester
  - o Comments: Enter information about fall and spring WTUs if different from the fall semester



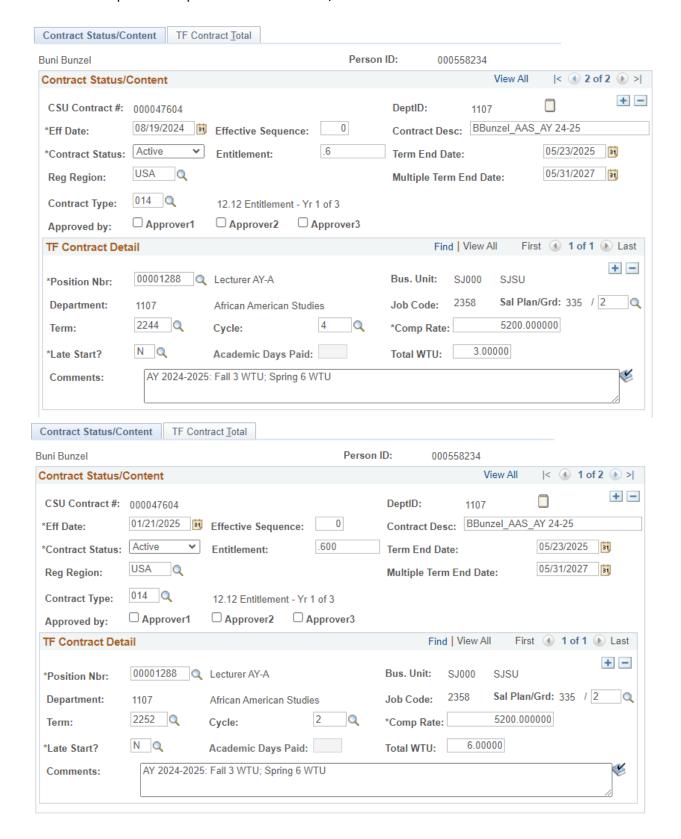
- TF Contract Total tab
  - Letter Code: CN1



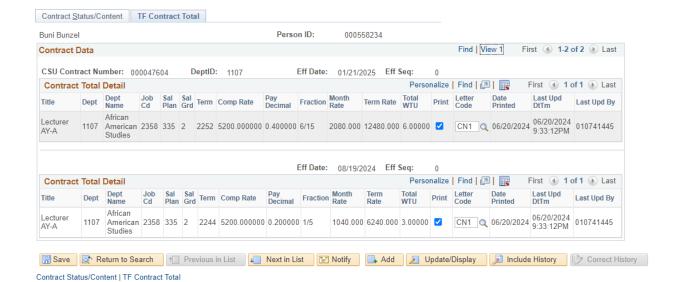
Press Save



• Example of complete Contract Status/Content tab



Example of complete TF Contract Total



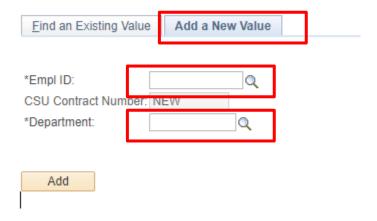
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## **Contract Data: 12 Month Appointment**

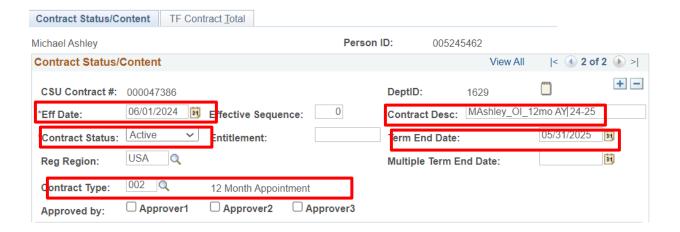
This example is regarding inputting data in CSU Contract Data for a faculty member on a 12 month contract

- 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 Status/Content section on Contract Status/Content tab
  - o Effective Date: Start date of the contract
  - Contract Desc:
    - Format: Name\_Dept\_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





TF Contract Detail section on Contract Status/Content tab

Position Nbr:

Dept: Auto populates

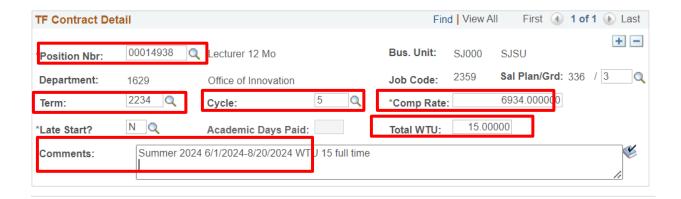
Term: 12 Month Faculty or Librarian

Cyle: 5Late 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

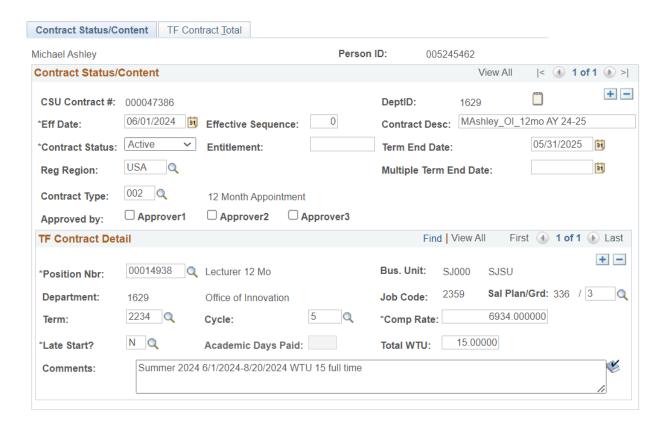
o Letter Code: CN1



Press Save

• Example of complete Contract Status/Content tab





• Example of complete TF Contract Total





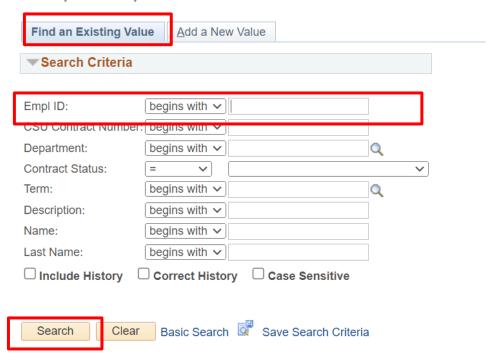
#### **Contract Data: Revision on start of semester**

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

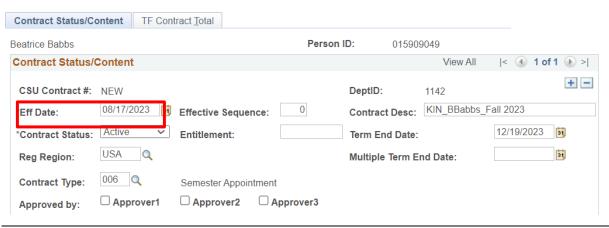
- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

#### **CSU Contract Data**

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

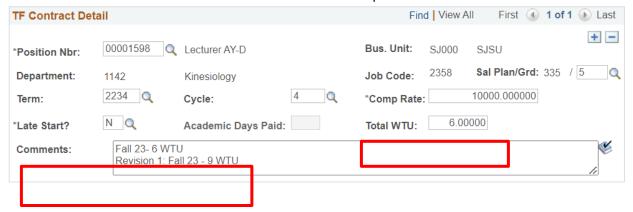


• Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date

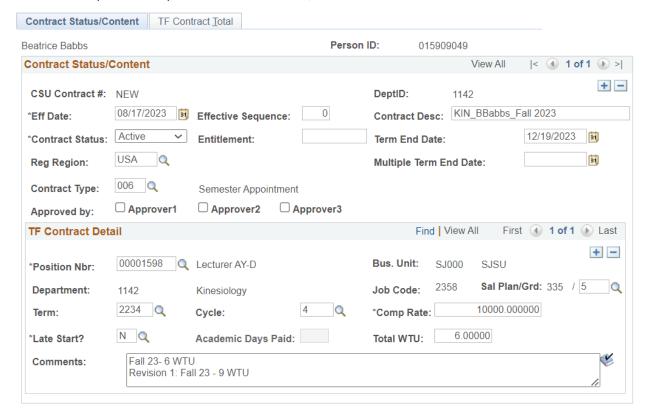




- Total WTU: Update this to contain the total WTUs that the faculty will be teaching for the semester
- Comments: Add a comment to document the update the WTUs



• Example of complete Contract Status/Content tab





#### **Contract Data: Revision after start of semester**

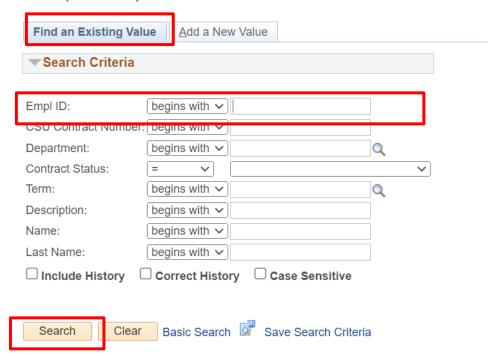
This example is how to revise an AY contract after the start of a semester

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

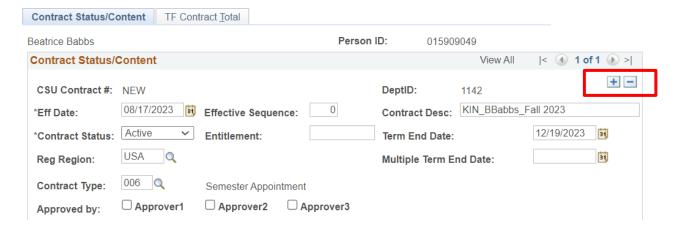
## **CSU Contract Data**

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



Add a row by clicking the + button at the upper right corner

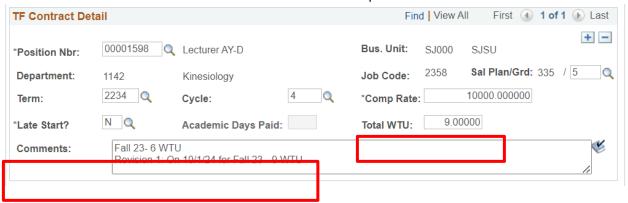




• Effective Date: Date that faculty member will have a change to their WTUs after the start of the semester

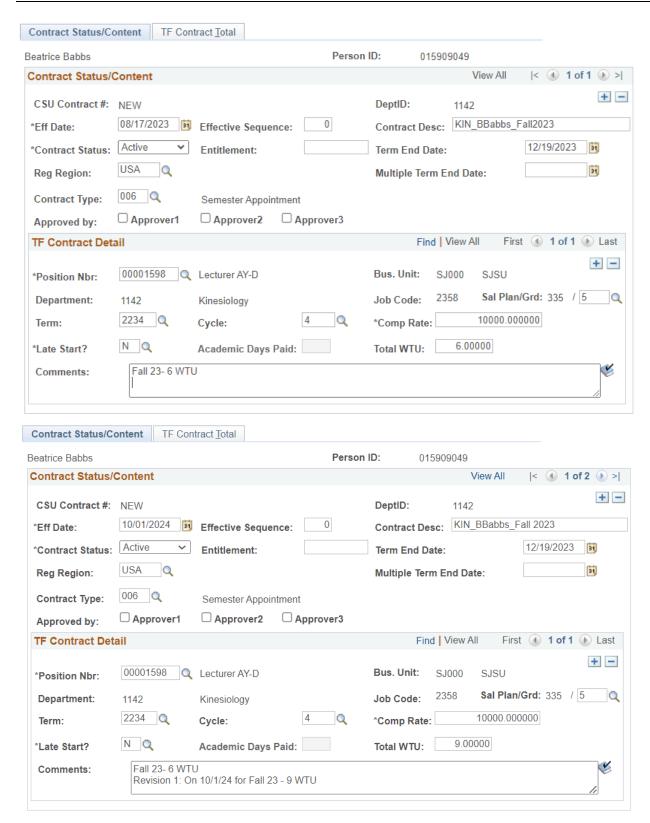


- Total WTU: Update this to contain the total WTUs that the faculty will be teaching for the semester
- Comments: Add a comment to document the update the WTUs



• Example of complete Contract Status/Content tab







#### Contract Data: Terminate AY Contract on start of semester

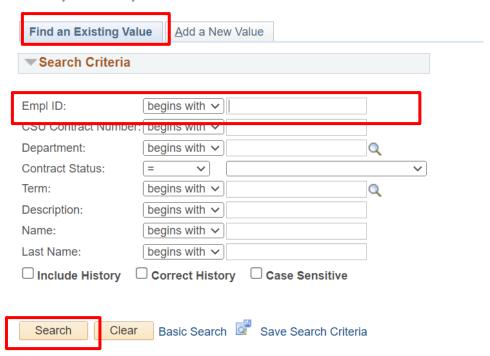
This example is how to cancel an AY contract at or before the start of a semester

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

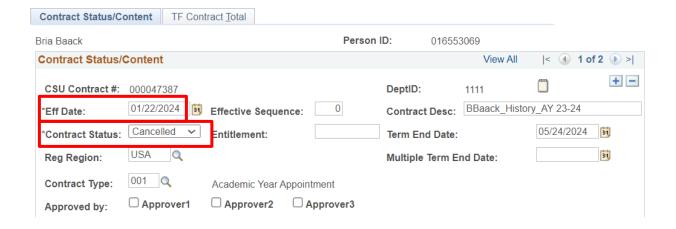
#### **CSU Contract Data**

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

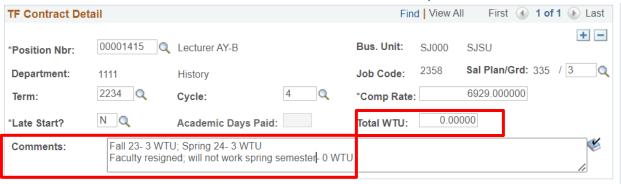


- Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date
- Contract Status: Cancelled



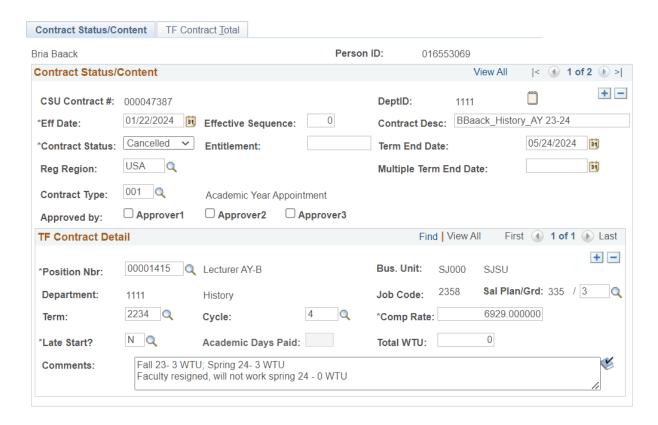


- Total WTU: Zero (0)
  - If the faculty has an AY appointment and the faculty will not work during the fall and spring semester, update the Total WTU fields of all rows to zero (0)
- Comments: Add a comment to document that the faculty will not work



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







## Contact Data: Terminate AY Contract on date after the start of the semester

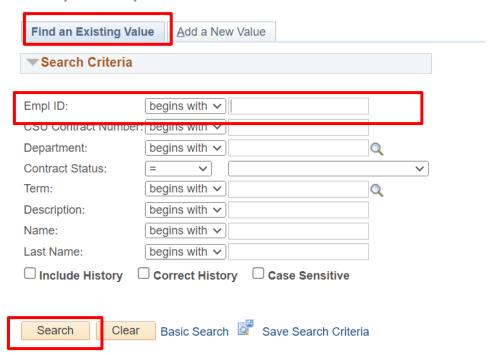
This example is how to cancel an AY contract after the start of a semester

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

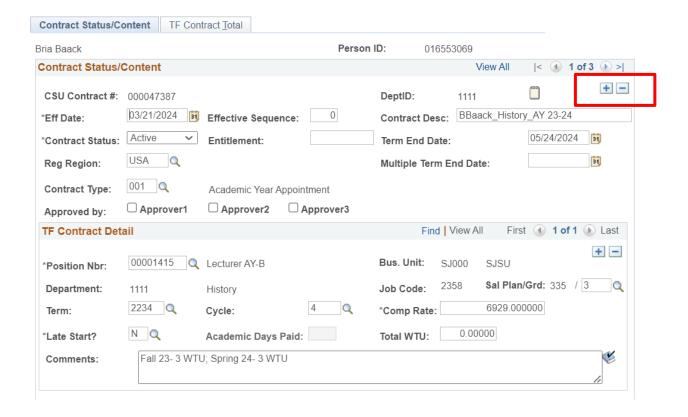
#### **CSU Contract Data**

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

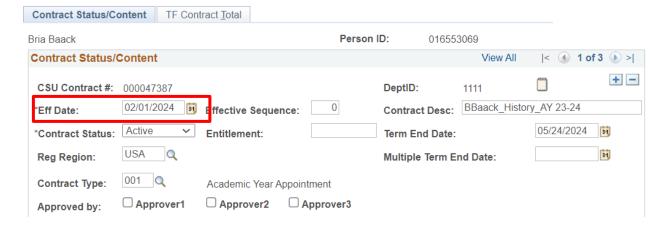


Add a row by clicking the + button at the upper right corner



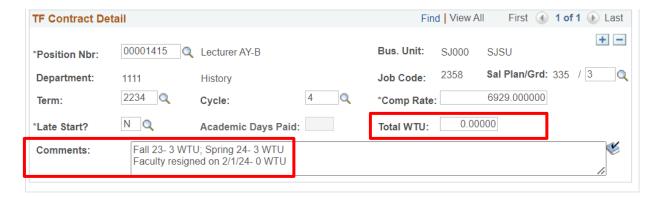


• Effective Date: Date that faculty member stops working after the start of the semester

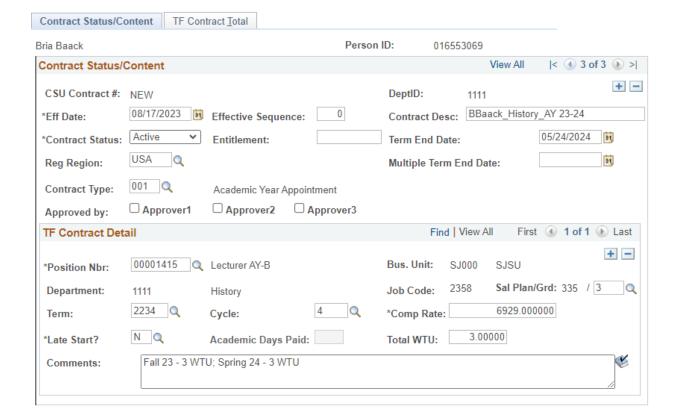


- Total WTU: Zero (0)
  - If the faculty has an AY appointment, update the Total WTU fields of all future dated rows to zero (0)
- Comments: Add a comment to document the date that the faculty stopped working

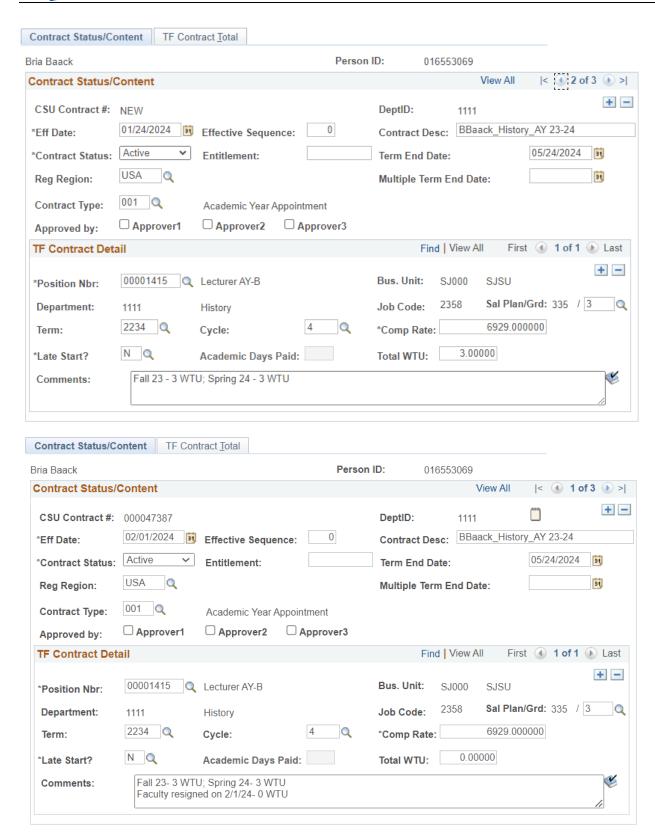




- Press Save
- Example of complete Contract Status/Content tab









#### Contract Data: Terminate AY Entitlement Contract on start of semester

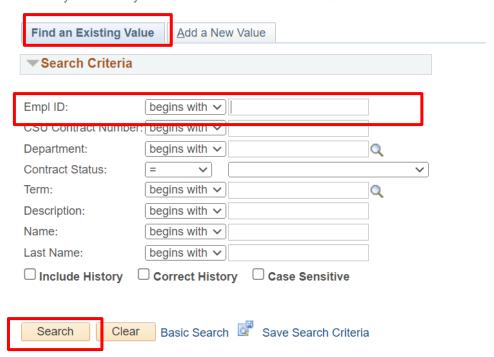
This example is how to cancel an AY contract at or before the start of a semester

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.

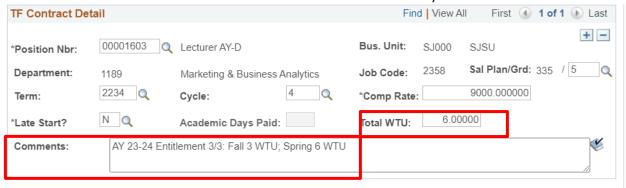


- Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date
- Contract Status: Cancelled



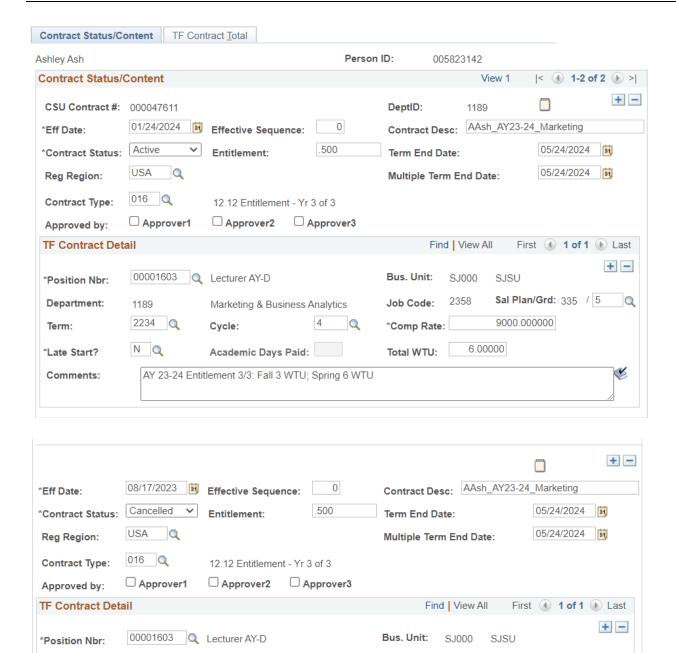


- Total WTU: Zero (0)
- Comments: Add a comment to document that the faculty will not work



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





Example of TF Contract Total tab

Marketing & Business Analytics

AY 23-24 Entitlement 3/3: Fall 3 WTU; Spring 6 WTU Revision: Cancelled Fall 23: 0 WTU- plans to teach for spring 24 at 6 WTU

Academic Days Paid:

1189

2234

N Q

Department:

\*Late Start?

Comments:

Term:

Sal Plan/Grd: 335 / 5

9000.000000

2358

0.00000

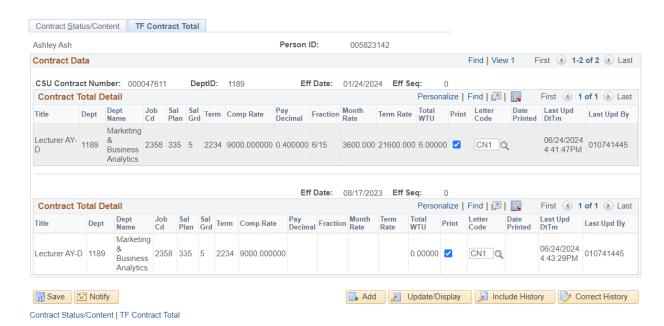
Job Code:

\*Comp Rate:

Total WTU:

Q

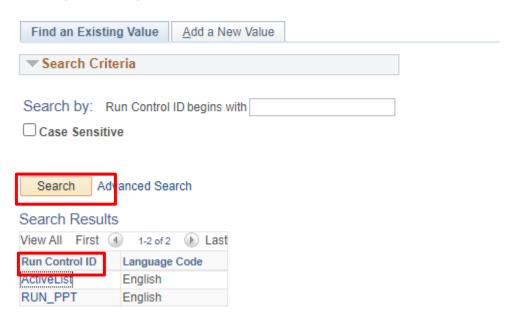




#### **Generating the Appointment Form: Semester Appointment**

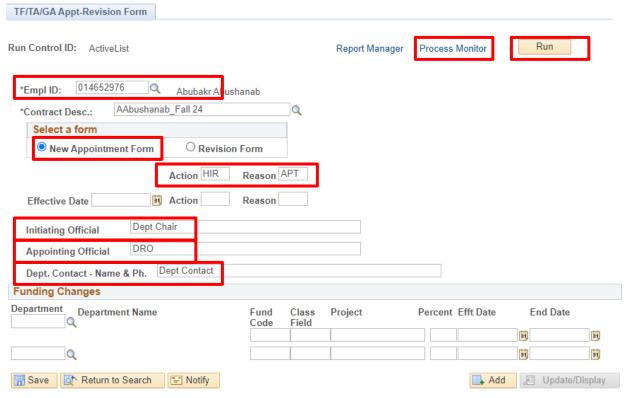
- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- Select a Run Control ID

#### TF/TA/GA Appt-Revision Form

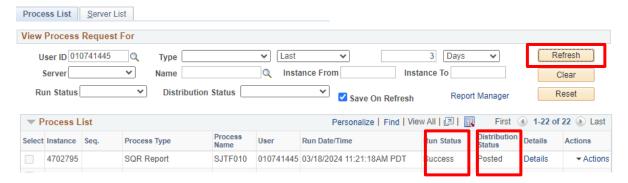


- Empl ID: Use the magnifying glass and enter the faculty's employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
  - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First line of Action Reason:
  - New hire: HIR/APT
  - New to department: HIR/CONReappointment: DTA/APT
  - o 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

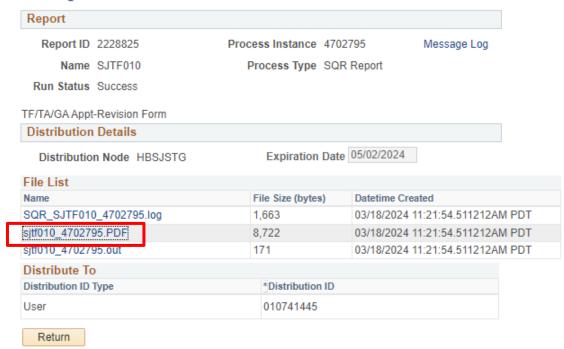




- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link









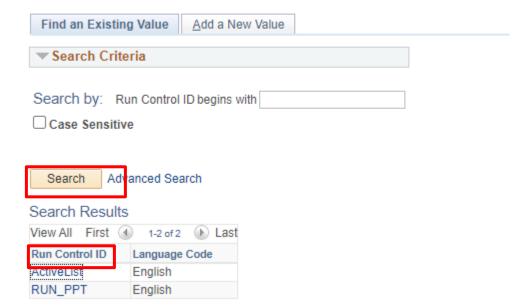
San Jose State University Temporary Faculty/Graduate Assistant/Teaching Associa	ate Appointment Form	Appointment Form Print Date 06/20/24  Submit Form to: University Personnel  Questions? Email tempfaculty_ase_appointments@sjsu.edu
Effective Date Action* Reason* Effective Date Action* Reas  08/19/24 HIR APT	on'	- Questions: Етин катриовиу_эзг_дуровительно эзилов
Employee ID Empl Rcd Employee Name  014652976 Abubakr Abushanab  Contract Type  006-Semester Appointment	Contract Number & Description  000047602 AAbushanab Fall 24  Contract Expected End Date 20-DEC-2024  Multi-Year End	Effective Date Eff Seq  19-AUG-2024 0  Date Entitlement Original Hire Date SSI Counte
Current Contract Data   Term Year   Cycle   Position # / Department Id / Name   Job Code   William   2244   2024   4   00001325 / 1111 / History   2358   Le	-	p Rate Actual Comp WTU FTE Fraction 10.00 1,100.00 3.00000 0.200000 1/5
Job History     Working The Position       Effdt     Position       Action/Reason History     Working The Position Programmer of the Position Program	tle Dept Name FTE	Actual Comp Chg Amt Chg Pct Comp Rate
Comments (i.e., special compensation instructions) Fall 2024 Cycle:4Fall 24 semester only at 3 WTU	Funding Dept Fund Class Proj Current: 1111 70000 Change to	Pct Effot End Date Department Name 100.00 07/01/23 History
Initiating Official Signature  Dept Chair	Department Cr. Name/Phone	ontact: Dept Contact
Appointing Official Signature DRO	Date ESS Signoff/D	ake



#### Generating the Appointment Form: AY Appointment - Same FTE for AY

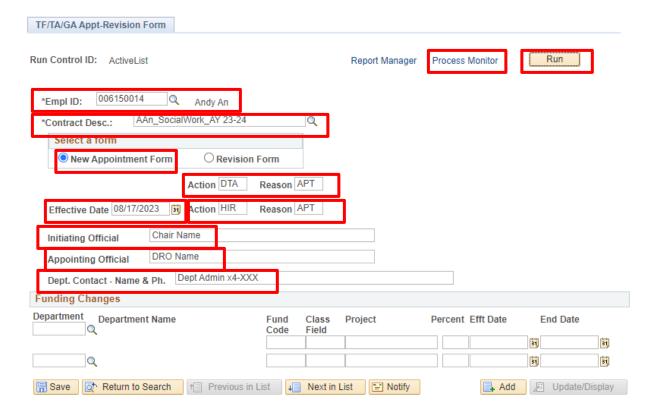
- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- Select a Run Control ID

#### TF/TA/GA Appt-Revision Form

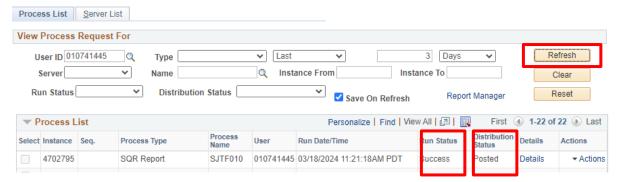


- Empl ID: Use the magnifying glass and enter the faculty's employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
  - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First 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
  - o 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

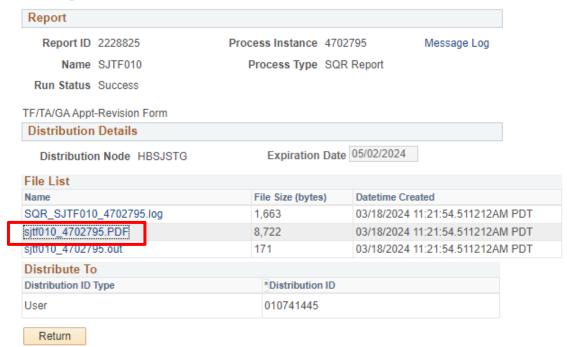




- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link









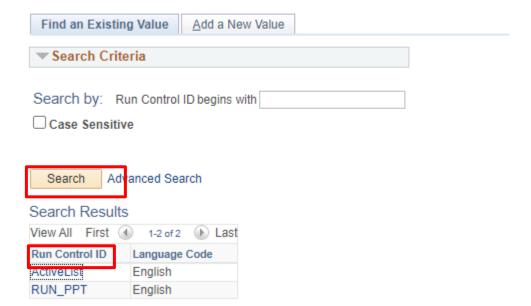
#### San Jose State University Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form Appointment Form Print Date Submit Form to: University Personnel Questions? Email tempfaculty\_ase\_appointments@sjsu.edu Effective Date Action\* DTA APT 01/22/24 08/17/23 HIR APT Effective Date Employee ID Contract Number & Description Empl Rcd Employee Name Eff Seq 006150014 Andy An 000047384 AAn\_SocialWork\_AY 23-24 22-JAN-2024 Contract Expected End Date Multi-Year End Date Contract Type Original Hire Date SSI Counte 24-MAY-2024 001-Academic Year Appointment Current Contract Data Sal Plan / Term Year Cycle Position # / Department Id / Name Job Code Working Title Grade Comp Rate Actual Comp WTU FTE Fraction 2234 2023 4 00001578 / 1116 / School of Social Work 2358 Lecturer AY-D 335/5 8,101.00 1,620.20 3.00000 0.200000 1/5 2242 2024 2 00001578 / 1116 / School of Social Work 2358 Lecturer AY-D 335 / 5 8.101.00 1.620.20 3.00000 0.200000 1/5 Job History Action/Reason History Working Title Dept Name FTE Actual Comp Chg Amt Chg Pct Comp Rate Effdt Position There is no job history associated with this position. Comments (i.e., special compensation instructions) Fall 2023 Cycle:4--Fall 23 3 WTU; Spring 24 3 WTU Funding Dept Fund Class Proj Effdt End Date Department Name 100.00 07/01/23 Current: 1116 70000 ColSocWork Spring 2024 Cycle:2--Fall 23 3 WTU; Spring 24 3 WTU Change to Name/Phone Dept Admin x4-XXX Chair Name

Appointing Official DRO Name

### Generating the Appointment Form: AY Appointment - Different FTE for both semesters

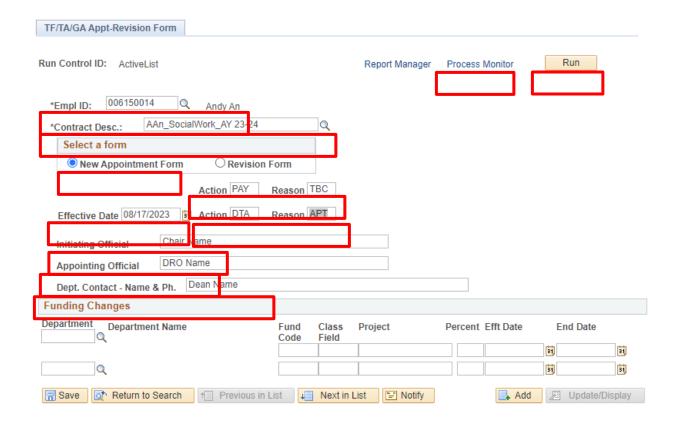
- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- Select a Run Control ID

#### TF/TA/GA Appt-Revision Form

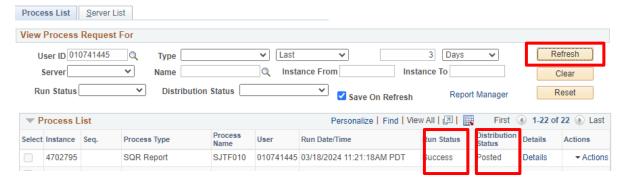


- Empl ID: Use the magnifying glass and enter the faculty's employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
  - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First 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
  - o 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

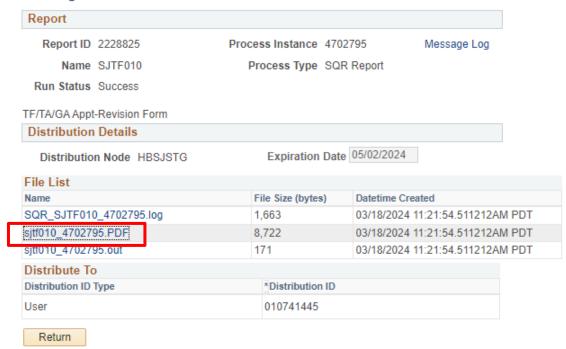




- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link







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

Signature

Date

Appointment Form Print Date 06/20/24

Submit Form to: University Personnel

Questions? Email tempfaculty\_ase\_appointments@sjsu.e

											Questic	nis: Linaii ten	ipracuity_ase_appoin	unenswajau.eut
Effective Date	Action*	Reason*	Effective Date		Reason*	1								
01/21/25	PAY	TBC	08/19/24	HIR	APT	J								
Employee ID	Empl Re	cd	Employee Name				Contract Numbe	r 8. Dosce	inti	ion		Effective	Date Eff	Seq
000558234	Empire	Buni Bu					000047604 B		_			21-JAN-		0
		Duiii Du	iizei				t Expected End D						Original Hire Date	
Contract Type						Contrac		ate	MI	ulti-Year End Date	Entit	lement (	onginai Hire Date	SSI Count
001-Academic Yea	r Appointr	ment					23-MAY-2025		L					
Current Contract	Data							Sal Pla	an /	/				
Term Year Cycle	Position #	/ Department Id /	Name	Job Code	Working	Title		Gra	de	Comp Rate	Actual Con	ip WTU	FTE	Fraction
2244 2024 4	00001288	/ 1107 / African A	merican Studies	2358	Lecturer	AY-A		335	/2	5,200.00	1.040.00	3.00000	0.200000	1/5
		/ 1107 / African A		2358	Lecturer			335			2,080.00	6.00000		6/15
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Job History														
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		hara is no inh hint	ory associated with this											
	1	nere is no joo nist	ory associated with this	position.										
Comments (i.e., sp	ecial comp	ensation instruct	ions)		Fu	ınding	Dept Fund 0	Class Pr	roj	Pc	t <u>Effdt</u>	End Date	Department Name	
Fall 2024 Cycle	:4AY 2	2024-2025: Fal	13 WTU;		Ct	urrent:	1107 70000			10	0.00 07/01/2	23	AfricanAm	
Spring 6 WTU					CI	hange to	)							
Spring 2025 Cy	cle:2A	Y 2024-2025: I	Fall 3 WTU;											
Spring 6 WTU														
									П	Department Contact:				
										Name/Phone Dep	t Admin			
Initiating Official			Signature		Da	ate								
Dont Chair									П					

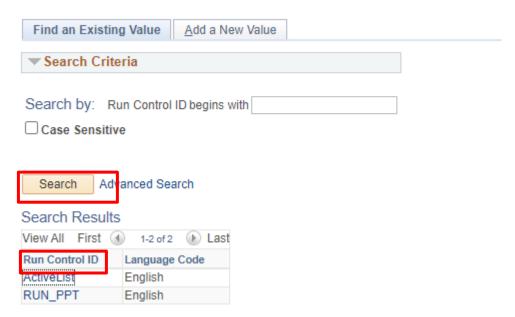
Appointing Official DRO



#### **Generating the Revision Form**

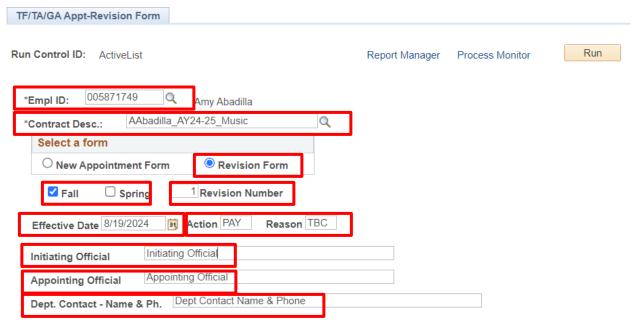
- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- Select a Run Control ID

#### TF/TA/GA Appt-Revision Form

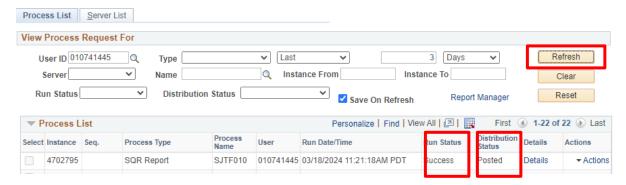


- Empl ID: Use the magnifying glass and enter the faculty's employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
  - o Revision Form: Select this option to update a faculty's contract
- Semester: Select the appropriate semester in which the 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

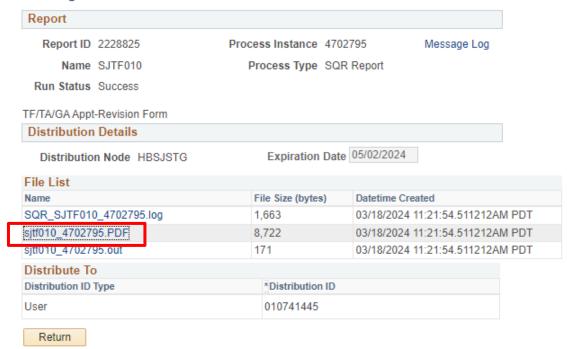




- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link







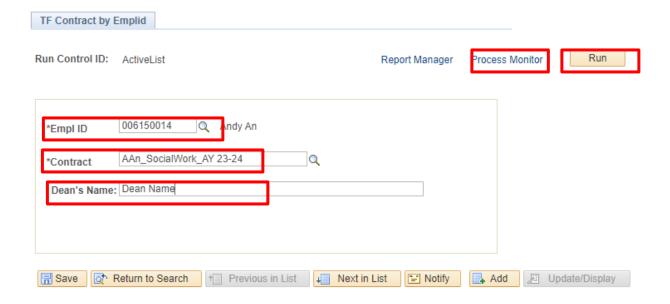


TF/TA/GA Contract Revision Form			TF/TA/GA Revision Form Print Date 07/09/24 Submit Form to: University Personnel Questions? Email tempfaculty_ase_appointments@sjsu.edu
Fall   Spring   Revision   Revision   Revision   Revision   Number   Effective Date		d delay in processing, an Action/Reason Code MUST  Contract Number & Description  000048111 AAbadilla_AY24-25_Music ted End Date  Multi Year End Date	depts/cms. Contact HR for Action/Reason codes not listed.
Current Contract Data   Term   Year   Cycle   Position # / Department Id / Name   2244   2024   4   00001345 / 1202 / School of Music   2252   2025   2   00001345 / 1202 / School of Music	Job Code Working Title 2358 Lecturer AY-A 2358 Lecturer AY-A	Sal Plan / Grade Comp Rate 335 / 2 5,500.00 335 / 2 5,500.00	Actual Comp WTU FTE Fraction 1,833.33 5.00000 0.333333 1/3 1,100.00 3.00000 0.200000 1/5
Job History Effdt Position Action/Reason History There is no job history assoc  Comments (i.e., special compensation instructions) Fall 2024 Cycle: 4AY24-25 at 3 WTU both se		Dept Name FTE	Actual Comp Chg Amt Chg Pct Comp Rate
Revision: Fall 5 WTUs and Spring 3 WTUs Spring 2025 Cycle:2AY24-25 at 3 WTU botl Revision: Fall 5 WTUs and Spring 3 WTUs			
		Department Contact:	t Contact Name & Phone
Initiating Official Initiating Official	Signature Date	ramelPhone Dep	COURACT Manife & PHONE
Appointing Official Appointing Official	Signature Date	ESS Signaff/Date	

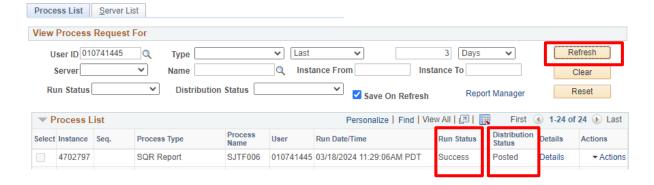


#### **Generating the Statement of Terms and Conditions**

- 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

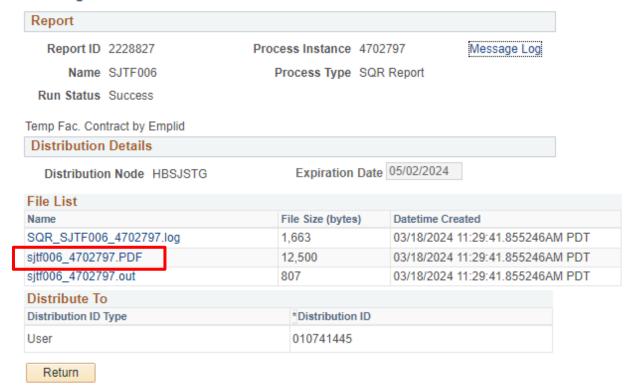


- Click the Run button
- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link





#### View Log/Trace



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.