Overview
This business process guide demonstrates how to hire a teaching associate or graduate assistant. This hire process is used when the person has never held a position at San José State. The person 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.

Table of Contents
Use the CSUID Search if you do not know the Employee/Student ID.................................................................2
Enter the Contract Data ...........................................................................................................................................3
Generate and Print the Contract ............................................................................................................................10
Generate and Print the Appointment Form ............................................................................................................15
Use the CSUID Search if you do not know the Employee/Student ID

This section demonstrates how to use the CSUID Search page without an employee or student ID.

The CSU ID Search page displays.

1. From the Main Menu, click the CSU ID Search hyperlink.

2. Enter any known search criteria.

3. Click the Search button.

Note: In this example, Name is used. A second search could also be made using SSN/National ID.

The CSU ID search results display.

4. Repeat this search process using different criteria to verify whether or not the person is already in the database.
Enter the Contract Data
This section demonstrates how to create the contract using the CSU Contract Data pages.

The Workforce
Administration page displays.

5. From the Main Menu, Navigate to Workforce Administration.
6. Click CSU Temp Faculty.
7. Click CSU Contract Data.

The CSU Contract Data search page displays.
8. Click the Add a New Value tab.
The Add a New Value page displays.

9. Enter requested data:
   - **EMPLID**: Enter the ID. (This number is the same as their student ID.)
   - **CSU Contract Number**: Leave as NEW.
   - **Department**: Enter your 4-digit department number.

10. Click the Add button.
The Contract Status/Content page displays.

11. Enter requested data. (See field descriptions below.)

Field Description List: Contract Status/Content Section

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efft Date</td>
<td>Override with the first date of the contract.</td>
</tr>
<tr>
<td>Contract Desc</td>
<td>Enter a name for the contract. Include the Last Name, Dept Name and Term.</td>
</tr>
<tr>
<td>Example</td>
<td>TA_PROUST_SPRING06_CE</td>
</tr>
<tr>
<td>Contract Expected End Date</td>
<td>Enter the last date of the appointment.</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Click the lookup icon to select the appropriate type.</td>
</tr>
</tbody>
</table>
The TF Contract Detail section displays.

12. Enter requested data. (See field descriptions below.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the Position</td>
<td>Click the lookup icon to perform search, if unknown. When you click the tab or outside of the field, position data will populate.</td>
</tr>
<tr>
<td>Term</td>
<td>Enter term in a four-digit format.</td>
</tr>
<tr>
<td>Example</td>
<td>2054 = Fall 2005 or 2062=Spring 2006.</td>
</tr>
<tr>
<td>Cycle</td>
<td>Enter the one-digit number for the semester.</td>
</tr>
<tr>
<td>Example</td>
<td>Fall = 4, Spring = 2</td>
</tr>
<tr>
<td>Comp Rate</td>
<td>Enter the full-time monthly rate of pay.</td>
</tr>
<tr>
<td>Total WTU</td>
<td>Enter the value that reflects the amount of weighted teaching units.</td>
</tr>
<tr>
<td>Comments</td>
<td>(Optional.) Enter information about the hire. This information will print on the appointment form, but not on the contract/terms and conditions.</td>
</tr>
</tbody>
</table>

Only for Late Start or Early Termination:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Start</td>
<td>Use only if late start. Enter L for late start, E for early term. This will lower the pay.</td>
</tr>
<tr>
<td>Number of Days Paid</td>
<td>Use only if a late start. Enter the number of academic working days left. (See HR’s Academic Calendar.)</td>
</tr>
</tbody>
</table>
The Contract Status/Content section displays.

13. Click the Add [+] button to insert another semester, if needed.

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

14. Click the TF Contract Total tab.

The TF Contract Total page displays.


16. Review all data for accuracy.

17. Click the Save button (at lower left).

18. Click the Contract Status/Content tab.
The Contract Status/Content section displays.

Note: You can use the notepad that appears on the Contract Status/Content page to enter information. Data entered here will not print on any forms.

19. Click the notepad icon.

The Temp Faculty Notepad page displays.

20. Click the Add a New Note button.
The Note Detail – New Note page displays.

21. Enter the Subject and Note Text.

22. Click the Save button.
Generate and Print the Contract

This section demonstrates how to generate and print the contract. The contract data you entered will appear on the Contract Appointment letter/Terms and Conditions.

The Workforce Administration page displays.

1. From the Main Menu, navigate to SJSU Human Resources.
2. Click Workforce Administration.
3. Click Contract for TA or Contract for GA.

Note: This example is a TA contract.

The Contract for TA search page displays.

4. Click the Search button.

The Contract for TA search results display.

5. Select a Run Control ID by clicking the appropriate hyperlink.
The TA Contract by Emplid displays.

6. Enter requested data. (See field descriptions below.)

7. Click the Run button.

Field Description List: TA Contract by Emplid (above)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID</td>
<td>Enter the employee ID or use the lookup icon.</td>
</tr>
<tr>
<td>Contract Number</td>
<td>Use the lookup icon.</td>
</tr>
<tr>
<td>Due Date</td>
<td>(Required.) Enter due date.</td>
</tr>
<tr>
<td>Dean's Name</td>
<td>Enter the Dean's name or name of designee.</td>
</tr>
<tr>
<td>Supervisor's Name &amp; Phone</td>
<td>(Required.) Enter the direct supervisor's name and phone number.</td>
</tr>
</tbody>
</table>
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 TA Contract by Emplid page displays.

10. Click the **Process Monitor** hyperlink.
The Process List page displays.

11. Wait at least 15 seconds, and then click the Refresh button.

12. Continue waiting and then clicking the Refresh button until Run Status changes to Success and Distribution Status changes to Posted.

13. Click the Details link.

The Process Detail page displays.

14. Click the View Log/Trace hyperlink.
15. Click the PDF hyperlink.

16. Verify the data.

17. Notes: Supervisor's name & Campus phone appears toward top of contract.

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

19. Print the contract.
Generate and Print the Appointment Form

This section demonstrates how to generate and print the Appointment form. This form is used to communicate the hire data to Human Resources. Human Resources performs the hire process.

The Workforce Administration page displays.

20. From the Main Menu, navigate to SJSU Human Resources.

21. Click Workforce Administration.

22. Click TF/TA/GA/Appt-Revision Form.

The Temp Fac Appt-Revision Form search page displays.

23. Click the Search button.
The Temp Fac Appt-Revision Form search results display.

24. Select a Run Control ID by clicking the appropriate hyperlink.

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

25. Enter the requested data. (See field descriptions below.)

26. Note: Data entered in the fields will print on the appointment form.

27. Multiple Funds or Departments: Repeat same data entry as above if this is a split between another fund and/or department.

28. Click the Run button.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID</td>
<td>Enter the employee ID. Click the lookup icon, if needed.</td>
</tr>
<tr>
<td>Contract Number</td>
<td>Click the lookup icon to find the contract you need.</td>
</tr>
<tr>
<td>New Appointment Form</td>
<td>Click the radio button to select form.</td>
</tr>
<tr>
<td>Action/Reason</td>
<td>Enter HIR in first action box. Enter APT in first reason box. Use second boxes only if you have another action taking place. The second boxes are typically used for funding changes such as splits.</td>
</tr>
<tr>
<td>Example</td>
<td>EDC FSC for funding changes.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>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.</td>
</tr>
<tr>
<td>Initiating Official</td>
<td>Enter name of initiating official in your department. (Typically, the Chair of the dept.)</td>
</tr>
<tr>
<td>Appointing Official</td>
<td>Enter name of appointing official for your department. (Typically, an official in the Dean’s office.)</td>
</tr>
<tr>
<td>Dept. Contact - Name &amp; Ph</td>
<td>Enter your name and phone number.</td>
</tr>
<tr>
<td>Funding Changes section</td>
<td>(Optional.) Use only if appointment is funded differently from the position setup. Contact your Dean’s office for further information.</td>
</tr>
<tr>
<td>Department</td>
<td>Enter the department number funding the employee salary.</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter the five-digit fund number.</td>
</tr>
<tr>
<td>Class</td>
<td>(Optional.) Enter the class number, if used.</td>
</tr>
<tr>
<td>Project</td>
<td>(Optional.) Enter the Project number, if used.</td>
</tr>
<tr>
<td>Percent</td>
<td>Enter the percentage number being funded from the information provided.</td>
</tr>
<tr>
<td>Efft Date &amp; End Date</td>
<td>Enter the dates the funding change will cover.</td>
</tr>
</tbody>
</table>
The Process Scheduler Request page displays.

29. Server Name: PSUNX
30. Type: Web
31. Format: PDF
32. Click the OK button.

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

33. Click the Process Monitor hyperlink.

The Process List page displays.

34. Wait at least 15 seconds, and then click the Refresh button.

35. Continue waiting and then clicking the Refresh button until Run Status changes to Success and Distribution Status changes to Posted.

36. Click the Details link.
37. Click the View Log/Trace hyperlink.

38. Click the PDF hyperlink.
The Appointment Form displays.

39. Print the document, obtain signatures and forward to appropriate offices for eventual hiring.

Comments section:

Notes: Reiterate the appointment information or other information, as needed.

Example: New Hire Spring .40 FTE

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

Employee ID Record Number box:

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

Job History section:

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