Overview
The hire process is used when the person has never held a position at San José 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. This business process guide demonstrates how to:

1. Perform a CSU ID Search to view whether a person exists in the MySJSU (PeopleSoft HSJPRD) database.
2. Enter a new person as a POI (Person of Interest) if they are not found in the database.
3. Enter the Contract Data.
4. Generate and print the contract.
5. Generate and print the Temporary Faculty Appointment Form.
6. Obtain signatures and send to Faculty Affairs via your Dean’s Office.

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Verify that the Person Exists in the Database

This section demonstrates how to perform a CSU ID search to verify whether a person exists in the MySJSU (PeopleSoft HSJPRD) database.

The CSU ID Search page displays.

1. From the Main Menu, navigate to CSU ID Search.

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.

5. If the person is found in your search of the database, then skip to page 10.

6. If the CSU ID Search page displays empty boxes, then the person is not in the database. Go on to the next page.
Add a New Person to the Database

This section demonstrates how to add a new person to the MySJSU (PeopleSoft HSJPRD) database. If the person was not found in the database, you will need to add them as a POI (Person of Interest) so you can create their contract. If they were found in the database, skip to the next section to create the contract.

The Biographical page displays.

1. From the Main Menu, navigate to Workforce Administration > Personal Information > Biographical.

2. Click Add a Person.

The Add Person page displays.

3. Click the Add the Person hyperlink.
The Biographical Details page displays.

### Biographical Details

**Person ID:** NEW

**Primary Name:**

- **Effective Date:** 02/23/2006
- **Format Type:** English
- **Display Name:** Add Name

**Biographic Information**

- **Date of Birth:** 
- **Birth Country:** USA United States
- **Birth State:** 
- **Birth Location:** 

**Biographical History**

- **Effective Date:** 02/23/2006
- **Gender:** Unknown
- **Highest Education Level:** Not Indicated
- **Marital Status:** Unknown As of: 
- **Language Code:**
- **Alternate ID:** Full-Time Student

### National ID

<table>
<thead>
<tr>
<th>Country</th>
<th>National ID Type</th>
<th>National ID</th>
<th>Primary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Social Security Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image of the Biographical Details page]
Effective Date:

4. If today is before the appointment date, then leave default date.

5. If today is after the appointment date, then override the effective date. Change it to the first date of the appointment.

   Example: The effective date that defaulted was after the appointment date. It was overridden to the first date of the appointment, 1/25/06.

6. Click the Add Name hyperlink.

The Edit Name page displays.

7. Enter Name information:
   - First Name
   - Middle Name
   - Last Name

8. Click the OK button.
The Biographical Details page displays.

9. Enter the following:
   - Date of Birth (if known)
   - Gender
   - Highest Educational Level
   - National ID (SSN)

10. Click the Contact Information tab.

The Contact Information page displays.

11. Click the Add Address Detail hyperlink.
12. Click the **Add Address** hyperlink.

The **Edit Address** page displays.

13. Enter **Address data**:
   - **Address**
   - **City**
   - **State**
   - **Postal**

14. Click the **OK** button.

The **Address History** page displays.

Note: The address now appears below **Address**.

15. Click the **Add [+]** button to add additional addresses.

16. When done, click the **OK** button.
The Contact Information page displays.

17. Use the drop-down menu to select Phone Type and then enter Telephone number.

18. Use the drop-down menu to select Email Type and then enter Email Address.

19. Click the Organizational Relationships tab.

The Organizational Relationships page displays.

20. Select the checkbox next to Person of Interest.

21. Use the drop-down menu to select Future Hire.
22. Click the **Add the Relationship** button.

The Person of Interest Type page displays.

Note: An employee ID/POI ID is assigned.

23. Click the **OK** button.

The Organizational Relationships page displays.

Note: The employee ID displays.

24. Click the **Save** button.
Complete the Contract Data for the Contract Appointment Letter
This section demonstrates how to create the contract using the CSU Contract Data pages.

The Workforce Administration page displays.

1. From the Main Menu, navigate to Workforce Administration > CSU Temp Faculty.
2. Click CSU Contract Data.

The CSU Contract Data page displays.

3. Click the Add a New Value tab.
The Add a New Value page displays.

4. 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.

5. Click the **Add** button.

The Contract Status/Content page displays.
The Contract Status/Content section displays.

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eff 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></td>
<td>Example: 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.

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

Field Description List: TF Contract Detail page (above)

<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. Example: 2054 = Fall 2005 or 2062=Spring 2006.</td>
</tr>
<tr>
<td>Cycle</td>
<td>Enter the one-digit number for the semester. Example: 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>
The Contract Status/Content section displays.

8. 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.

9. Click the TF Contract Total tab.

The TF Contract Total page displays.

11. Review all data for accuracy.
12. Click the Save button (at lower left).
13. 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.

14. Click the notepad icon.

The Temp Faculty Notepad page displays.

15. Click the Add a New Note button.

The Note Detail – New Note page displays.

16. Enter the Subject and Note Text.

17. 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 SJSU Human Resources page displays.

1. From the Main Menu, navigate to SJSU Human Resources > Workforce Administration.

2. Click Temp Fac Contract by Emplid.

The TF Contract by Emplid search page displays.

3. Click the Search button.

The TF Contract by Emplid search results display.

4. Select a Run Control ID by clicking the appropriate hyperlink.
The TF Contract by Emplid page displays.

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

6. Click the Run button.

Field Description List: TF Contract by Emplid page (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>
</tbody>
</table>
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 TF Contract by Emplid page displays.

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

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

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

12. Click the Details link.

The Process Detail page displays.

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

The contract (Statement of Terms and Conditions of Employment) displays.

15. Verify the data.

Statement of Terms and Conditions of Employment
College of Engineering
San Jose State University

TO: Amy Josephine Cassatt Date: February 23, 2006

On the recommendation of the Department/School of Civil & Environ Engineering 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:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Appointment Period</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time: 0.50 (1/2) Semester</td>
<td>Appointment - Spring 2006</td>
<td>25-JAN-2006 to 30-MAY-2006</td>
</tr>
</tbody>
</table>

[Table with details of salary and benefits]

For any appointment with a time fraction of 0.40 or greater in one or more semesters, contact Human Resources for information regarding benefits.

This appointment is governed by the appropriate rules of the University and by the rules and regulations of the Trustees of the California State University. (If the appointment is part-time, it is contingent upon sufficient budget and satisfactory enrollment in the department of your assignment. Should it become necessary to cancel course sections because of insufficient budget or enrollment, the University reserves the right to cancel or modify appointment of part-time faculty.)
Generate and Print the Temporary Faculty Appointment Form

This section demonstrates how to generate and print the Temporary Faculty 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.

1. From the Main Menu, navigate to SJSU Human Resources > Workforce Administration.

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

The Temp Fac Appt-Revision Form search page displays.

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

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

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

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

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

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

7. Click the Run button.
### Field Description List: TF/TA/GA Appt-Revision Form page (above)

<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. Example: 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.

8. **Server Name**: PSUNX
9. **Type**: Web
10. **Format**: PDF
11. Click the **OK** button.

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

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

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

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

15. Click the Details link.

The Process Detail page displays.

16. Click the View Log/Trace hyperlink.
The View Log/Trace page displays.

17. Click the PDF hyperlink.

The Temporary Faculty Appointment Form displays.

18. Print the document.
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.