Overview
This business process guide demonstrates how to rehire (reappoint) Temporary Faculty, Teaching Associates or Graduate Assistants as follows:

- Enter the contract data.
- Generate and print the contract.
- Generate and print the appointment form.
- Obtain signatures and send to Faculty Affairs via your Dean’s Office

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Enter the Contract Data
This section demonstrates how to enter contract data in the CSU Contract Data component of MySJSU (PeopleSoft HSJPRD).

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 CSU Contract Data Add a New Value page displays.

4. Enter requested data:
   - **EMPLID**: Enter the 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>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. Example: Proust_AY2005-06_CE</td>
</tr>
<tr>
<td>Entitlement</td>
<td>Use only if your employee has entitlement. Enter in a three digit format Example: 800</td>
</tr>
<tr>
<td>Contract Expected End Date</td>
<td>Enter the last date of the Appointment.</td>
</tr>
<tr>
<td>Multi-Year End Date</td>
<td>For Entitlement only. Enter the date of the last year of the entitlement.</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Use the lookup button to select the appropriate type. If your employee has an entitlement, make sure to select a contract with Entitlement in it.</td>
</tr>
</tbody>
</table>
The TF Contract Detail section displays.

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Nbr</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 rehire. This information will print on the appointment form, but not on the contract/terms and conditions.</td>
</tr>
<tr>
<td>Late Start</td>
<td>Use only if the person is a Late Start or Early Termination. (Enter L for Late Start. Enter E for Early Term).</td>
</tr>
<tr>
<td>Number of Days Paid</td>
<td>Use only if a late start or early term. Count the number of academic working days they will work. (See HR's Academic Calendar.) Note: This will lower the pay.</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 an academic year appointment. For Fall and Spring, you must insert an additional row.

9. Click the TF Contract Total tab.

The TF Contract Total page displays.


11. Review all data for accuracy.

12. 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 > Workforce Administration.

2. Select one of the following:
   - Temp Fac Contract by Empid
   - Contract for TA
   - Contract for GA

   Note: This example is for Temp Fac Contract by Empid.

The TF Contract by Empid 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.

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

<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 magnifying lens to look it up.</td>
</tr>
<tr>
<td>Contract Number</td>
<td>Use the magnifying lens to look it up.</td>
</tr>
<tr>
<td>Due Date</td>
<td>This is required for TA &amp; GA, but optional for Temporary Faculty.</td>
</tr>
<tr>
<td>Dean's Name</td>
<td>Enter the Dean’s name or designee.</td>
</tr>
<tr>
<td>Supervisor’s Name &amp; Phone</td>
<td>(Required for TA and GA contracts.) Enter the direct supervisor’s name and phone number.</td>
</tr>
</tbody>
</table>
7. Verify the settings if you are running this for the first time. Otherwise, the settings remain:
   - **Server Name**: PSUNX
   - **Type**: Web
   - **Format**: PDF
8. Click the **OK** button.

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**The TF Contract by Emplid page displays again.**

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

13. Click the View Log/Trace hyperlink.

The Process Detail page displays.
The View Log/Trace page displays.

14. Click the PDF hyperlink.

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

15. Verify the data.

Notes: An Academic Year contract will generate two pages. For Graduate Assistant contracts, a Total Term Salary will not display.

16. 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 rehire data to Human Resources. Human Resources performs the rehire 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 Temp Fac 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.
<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 button, if needed.</td>
</tr>
<tr>
<td>Contract Number</td>
<td>Click the lookup button 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 boxes</td>
<td>Enter REH REH.</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>Action Reason boxes</td>
<td>Use these only if you have another action taking place, typically for funding changes, such as splits. Enter EDC FSC for funding changes.</td>
</tr>
<tr>
<td>Initiating Official</td>
<td>Enter name of initiating official in your department (This is usually the chair of the department).</td>
</tr>
<tr>
<td>Appointing Official</td>
<td>Enter the Appointing Official for you department. (Typically, someone 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</td>
<td>(Optional.) Use only if the 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 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** hyperlink.
16. Click the **View Log/Trace** hyperlink.

The **View Log/Trace** page displays.

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

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