Overview

This business process guide demonstrates how to generate and print the temporary faculty contracts in a batch process. Use this process if you want to print multiple contracts for different individuals in a single batch process. The contract data that exists in the system for the temporary faculty will appear on the Contract Appointment letter/Terms and Conditions page.

Note: The contracts must exist in the system before you can run this process.

The Workforce Administration page displays.

1. From the Main Menu, navigate to SJSU Human Resources > Workforce Administration.
2. Click Batch Contracts for T. Faculty.

The Batch Process for TF Contract search page displays.

3. Click the Search button.
The Batch Process for TF Contract search results display.

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

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

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>Attendance</td>
<td>English</td>
</tr>
<tr>
<td>BatchContractsTempFac</td>
<td>English</td>
</tr>
<tr>
<td>ExpenseAdjustment</td>
<td>English</td>
</tr>
<tr>
<td>RUNTIMESHEET</td>
<td>English</td>
</tr>
<tr>
<td>SYNAPTIC</td>
<td>English</td>
</tr>
<tr>
<td>StuTimeApprvdReg</td>
<td>English</td>
</tr>
<tr>
<td>TIMEADMIN</td>
<td>English</td>
</tr>
</tbody>
</table>

Find an Existing Value | Add a New Value
The TF Batch Contract page displays.

5. **Term**: Use the lookup button to search the appropriate term.

6. **Due Date**: (optional.) Enter due date.

7. **Dean's Name**: Enter your Dean's name.

8. Enter criteria to run by either EmplIDs or Dept:
   - **EmplID**: Enter the employee ID of the individuals for whom you want to run the contracts. Click the **Add [+]** button to insert additional EmplIDs, if needed.
   - **Dept**: Enter your department ID.

Note: If you run the batch process by DeptID, it will only print the new or unprinted contracts for that department. The process will not pickup any contracts that have been printed in the past. If you want to print any contracts that have been printed in the past, run the **Batch process by EmplID**.

9. Click the **Run** button.
The Process Scheduler Request page displays.

10. Verify settings if you are running this for the first time. Otherwise, the settings remain:
   - **Server Name**: PSUNX
   - **Type**: Web
   - **Format**: PDF

11. Click the **OK** button.

The TF Batch Contract 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.

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

16. Click the PDF hyperlink.

The Statement of Terms and Conditions of Employment PDF document displays.

17. Verify the data to make sure that it generated contracts for all the EmplIDs you entered in the criteria. Or, if you ran the process by DeptID, verify that it generated the contracts for all temporary faculty for the department that you expected.