Overview
This business process guide demonstrates how to generate and print the TA or GA contracts in a batch process. Use this process if you want to print multiple contracts for different individuals in a single batch.

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

Table of Contents
Generate and Print the Teaching Associate Contracts Using the Batch Process ............................................................... 2
Generate and Print the Graduate Assistant Contracts Using the Batch Process ................................................................. 8
Generate and Print the Teaching Associate Contracts Using the Batch Process

The contract data that exists in the system for the teaching associate will appear on the Contract Appointment letter/Terms and Conditions page. This section demonstrates how to generate and print the teaching associate contracts using the batch process.

Note: You can run the TA batch contracts only for those TAs who have the same Supervisor.

The Workforce Administration page displays.

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

2. Click Batch Contracts for TA.

The Batch Process for TA Contracts search page displays.

3. Click the Search button.
4. Select a **Run Control ID** by clicking the appropriate hyperlink.

---

**Batch Process for TA Contracts**

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

**Find an Existing Value**  **Add a New Value**

**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>BatchContractsTA</td>
<td>English</td>
</tr>
<tr>
<td>BatchContractsTempPd</td>
<td>English</td>
</tr>
<tr>
<td>ExpenseAdjustment</td>
<td>English</td>
</tr>
<tr>
<td>RUNTIMESHEET</td>
<td>English</td>
</tr>
<tr>
<td>SYNAPTS</td>
<td>English</td>
</tr>
<tr>
<td>StJTImeAcomRep</td>
<td>English</td>
</tr>
</tbody>
</table>
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 the 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 TA 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.

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

17. Click the PDF hyperlink.

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

18. 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, it generated the contracts for all TAs for that department with the same supervisor.
Generate and Print the Graduate Assistant Contracts Using the Batch Process

The contract data that exists in the system for the graduate assistant will appear on the **Contract Appointment** letter/**Terms and Conditions** page. This section demonstrates how to generate and print the graduate assistant contracts using the batch process.

*Note: You can run the GA batch contracts only for those GAs who have the same Supervisor.*

The **Workforce Administration** page displays.

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

The **Batch Process for GA Contracts** search page displays.

3. Click the **Search** button.

---

**Batch Process for GA Contracts**

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

*Find an Existing Value*  *Add a New Value*

**Search by:**  *Run Control ID begins with*  
*Case Sensitive*  

**Search**  *Advanced Search*  

*Find an Existing Value*  *Add a New Value*
4. Select a Run Control ID by clicking the appropriate hyperlink.

<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>BatchContractsGA</td>
<td>English</td>
</tr>
<tr>
<td>BatchContractsTA</td>
<td>English</td>
</tr>
<tr>
<td>BatchContractsTempFA</td>
<td>English</td>
</tr>
<tr>
<td>ExpenseAdjustment</td>
<td>English</td>
</tr>
<tr>
<td>RUNITIMESHEET</td>
<td>English</td>
</tr>
<tr>
<td>SYNAPTIS</td>
<td>English</td>
</tr>
<tr>
<td>StuTimeApprIRep</td>
<td>English</td>
</tr>
<tr>
<td>TIMEADMIN</td>
<td>English</td>
</tr>
<tr>
<td>TMISTRY</td>
<td>English</td>
</tr>
<tr>
<td>report</td>
<td>English</td>
</tr>
</tbody>
</table>
The GA 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 GA 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.

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

17. Click the PDF hyperlink.

The Statement of Terms and Conditions of Employment page displays.

18. Verify the data to make sure that it generated all the new contracts for the GAs of that department with the same supervisor.