

PeopleSoft (CMS) Appointment Processing Quick Tips Instructional Student Assistant (ISA)

To ensure continuity of all academic student employee classifications represented by unit 11, instructional student assistant appointment processing was moved from the CSU Fullerton Student Worker Module to the CSU Temporary Faculty Module effective May 31, 2012. For more information regarding unit 11 – academic student employees, please visit Faculty Affairs and Records (FAR) Appointment webpage at http://www.fullerton.edu/FAR/appointments/unit11_appts.html. Questions can be directed to Faculty Affairs and Records at extension 2125 as well.

Processing Appointment via CSU Temporary Faculty Module:

In order to create an appointment via the module, a term workload row must be created by Scheduling. Please contact the Scheduling office for assistance.

Navigation: Titan Online > Human Resources > Main Menu > CSU Temp Faculty > CSU Contract Data...

Contract Status/Content Tab

1. Effective Date: Use actual expected appointment dates.
2. Contract Descr: Instr Student Assist Term Year – example: Instr Student Assist Fall 12
3. Contract Type: ISA
4. Cycle: 1 = Regular
5. Total WTU: Enter the wtu decimal equivalent to the minimum number of hour(s) expected per week. (See *GA WTU/Hours Conversion Chart* on FAR Appointment webpage: <http://www.fullerton.edu/FAR/appointments/index.html>).

TF Contract Course Tab

Leave Blank

TF Contract Total Tab

1. Make sure the “print” check box is selected (indicated by a check mark)
2. Select the ISA letter code.

“Save” your data by clicking the yellow “save” button. Notify your college approver when you’re done processing. Your college approver will notify you when you can print the appointment(s).

Printing Appointment:

As indicated in the CSU Temp Faculty Baseline user guide, appointments (contracts) are retrieved via Titan Online > My Workplace > Faculty Appointments > Faculty Appointment (Temp and R11). Before obtaining the appointee’s signature, be sure to enter an expected “*Range of Hours From*” and “*Range of Hours To*” in the appropriate fields.

The supervisor is to complete the *Academic Student Employee Description of Duties* form which is to be signed by both the supervisor and employee.

Other Important Documentation and General Information

When appointing new academic student employees, be sure to have a completed CSU1 form. The CSU1 form is to remain in the personnel file. CSU1 forms can be found on Faculty Affairs and Records website at http://forms.fullerton.edu/academic_affairs/#FAR. The academic student employee personnel file should minimally comprise of 1) a completed CSU1 form; 2) a signed Academic Student Employee Description of Duties form; and 3) a signed appointment offer. For more information regarding where academic student employee’s personnel files are housed, please contact your dean office staff.

Training Documentation

The CSU Temp Faculty and Academic Student Employee User Guide can be found and downloaded from the IT Training Website at: <http://www.fullerton.edu/ittraining/peoplesoft/hr/hr.asp>. There is also a quick link to the User Guide webpage via Titan Online > Human Resources > Training Resources > HR Training Resources.