

Temp Faculty Appointment Processing

Quick Tips

This document is intended to serve as a “quick reference” tool only. Detailed instructions can be found in your user guide (updated 7/20/2012). The updated user guide can be found on IT Training webpage at <http://www.fullerton.edu/ittraining/peoplesoft/hr/hr.asp>. Please be sure to visit FAR website at <http://www.fullerton.edu/far/> for more information regarding other faculty business processes. Below are just a few reminders on part time temp faculty, graduate assistant, and teaching associate appointment processing:

CSU Contract Data Search Page Tabs - Find an Existing Value vs. Add a New Value

- ☒ *Find an Existing Value* = Delivers results for the existing contract number that coincides with the current appointment for a temporary faculty member who is currently in a multi term appointment that has not ended.
- ☒ *Add a New Value* = Creates a new contract number based on the contract data (anyone beginning a new temporary appointment, new to the department, or new to the university).

Part Time Lecturers and Teaching Associates

- ☒ Courses should be assigned and linked to the employee before processing begins.
- ☒ Be sure to double check the *total wtu field* after you’ve selected the “Default Courses” link. The wtu’s on the TF Contract Course page will auto populate the wtu’s on the Contract Content Page. In most cases, the *total wtu field* will need to be adjusted (overridden) on the Contract Content page.
- ☒ **Be sure to select the appropriate Letter Code on the TF Contract Total page (PTF, GA, or TA).**
- ☒ 1 academic year (ay) part - time lecturers “Contract Type” is 003 - 12.3 Entitlement.

Graduate Assistants

- ☒ If the GA is new, you’ll need to have a profile (person of interest - POI) built by the Scheduling Office.
- ☒ Continuing GA will need to be added to term workload by Scheduling.
- ☒ No courses for GA’s. However, the Academic Student Employee (ASE) Description of Duties form must be completed and signed by both the ASE and supervisor.
- ☒ Hours – to – WTU conversion chart. Be sure to get this information from your CMS/PeopleSoft training guide or FAR Temporary Faculty web page.
- ☒ Contract Type for GA’s is 011.
- ☒ Cycle code for GA’s is “GA”.

Temporary Faculty Payroll Report

- ☒ Check with your college or program approver to confirm your internal process. This may be something run by the department or college/program administration office.
- ☒ The Report is delivered directly to Payroll Services.
- ☒ The deadline for fall (2137) is Friday, August 23, 2013 and is also listed on the *Important Dates To Remember* sheet which can be found on FAR webpage at <http://www.fullerton.edu/FAR/appointments/index.html>.

Corrections/Changes/Fixes/FAR Form/Position Number

- ☒ Contact your College approver. This individual(s) will be able to help you best.
- ☒ Be sure to use the current Faculty Action Request form available on our website at http://forms.fullerton.edu/academic_affairs/#FAR.
- ☒ If you are not sure which position number to use, please contact your budget coordinator.

System fails/Error messages/CBA interpretation/Substitute Faculty/ETC.

- ☒ If the system fails, results in errors, etc, please send an email to far-cms@fullerton.edu
- ☒ If you need help with salary schedule or collective bargaining agreement interpretation, contact FAR at extension 2125.