



Division of  
**Information Technology**

Training

# **Human Resources 9.0 User Guide Temporary Faculty Processing**

**Last Revised: 07/20/2012**

The PeopleSoft-CMS Temporary Faculty and Academic Student Employee Appointment Processing guide will cover the step by step process in creating Temp Faculty contracts using the baseline CSU Temp Faculty module

## REVISION CONTROL

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<b>Author:</b>	IT Training & Support
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### Revision History

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08/04/11	Lori Arthur	Corrected steps for retrieving Faculty Contracts. Revised wording and formatting for entire guide.	05/09/2012
03/01/12	Lori Arthur	Revised for HCM 9.0 Update	
07/19/12	Lori Arthur	Added information on Instructional Student Assistants; applied terminology and formatting changes	

### Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
08/04/11	Antoinette Roberts	Approved
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## 1.0 Overview

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In January 2009 CSUF began using the baseline CSU Temp Faculty module to process all temp faculty lecturers', graduate assistants', and teaching associates' appointment notices. Beginning May 1, 2012, instructional student assistant job codes will be processed via the baseline CSU Temp Faculty module. In order to receive access to this functionality all users must request access via the Human Resources Access Request Form and attend training. Additional information about processing is detailed below:

- **Who processes the appointment(s)?**
  - It is up to each individual college to determine who processes the appointment(s) in PeopleSoft.
- **Who will approve the appointment(s)?**
  - Once the department/college has processed the appointment, it will be approved by the college dean or program head designee.
- **How is the approver notified an appointment is ready for approval?**
  - Processors should notify the college or program approver via email.
- **When can the appointment notice be printed?**
  - College or program approvers notify the processors when appointment notices can be printed. Processors can retrieve their appointment notices from FileNet (e-content). Verify with your college or program approver to determine how appointment notices should be handled.
- **Where does the signed appointment notice go?**
  - All signed appointment notices should be filed within the employee's official personnel file in the college or program head office.
- **How is Payroll notified of new and/or returning temp faculty employees?**
  - Colleges or program staff will print the Faculty Payroll report. This report is submitted to Payroll Services by the college approver.
- **Who do I contact for errors or data entry mistakes?**
  - Contact your college or program approver. Academic departments should always contact their college dean office designee first for assistance.
  - If the college or program head approver is not available, contact Faculty Affairs & Records (FAR).
- **I don't understand a term or field in PeopleSoft.**
  - Review the Field Definitions page at the end of the manual to learn more about field definitions found throughout this manual and the PeopleSoft system. If still uncertain, contact Faculty Affairs and Records (FAR).
- **Who do I contact if I'm unsure how to process a specific scenario?**
  - Consult your user guide and/or the online tutorials.
  - Contact your college or program approver.
  - Contact Faculty Affairs & Records (FAR).

## 2.0 CSU Contract Data



To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

The **CSU Contract Data** process is used to process appointment data for temporary faculty, teaching associates, graduate assistants, and instructional student assistants by allowing departments/colleges to enter their appointment information directly into PeopleSoft (CMS) and subsequently create an appointment notice once saved. This process allows for the hiring of temporary lecturers, graduate assistants, teaching associates, and instructional student assistants. Processing should not begin until lecturers and teaching associates are linked to their courses. NOTE: instructional student assistants and graduate assistants must be linked to the term for which they're hired. Please contact the Scheduling Office.

### 2.1 Creating a New Appointment Notice (Contract)

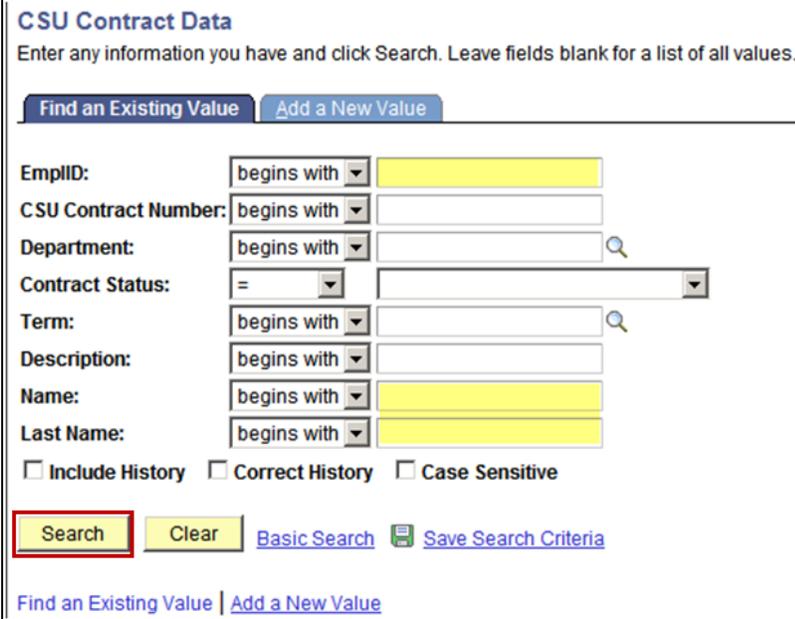
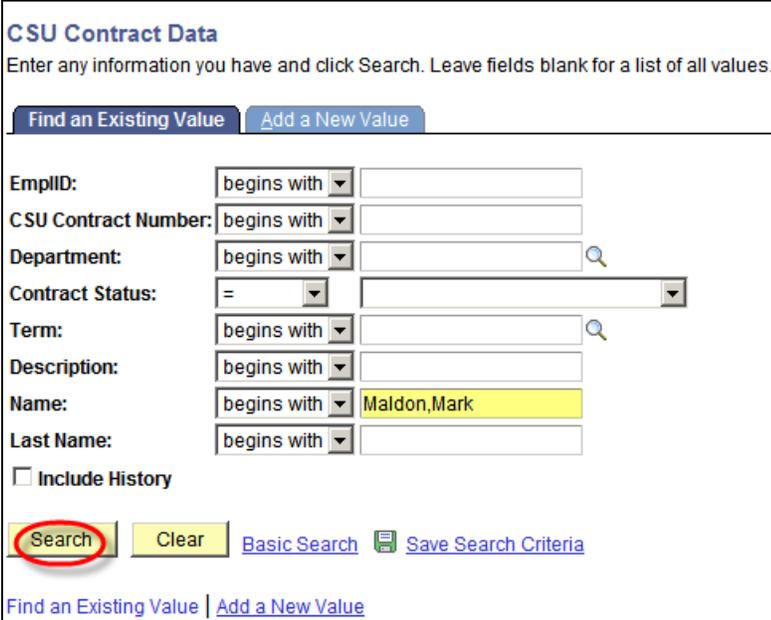
This process will yield a new CSU Contract Number.

New Contract Type Definitions:

- Semester Only Appointment
- Beginning a New Year 1 of 3 (12.12 Entitlement)
- Beginning a New Academic Year Appointment (12.3)

Frequency: Ad hoc. Most transactions will occur at the beginning of each semester.

Processing Steps	Screen Shots
<p><b>Step 1:</b> Navigate to the correct page: <a href="#">Main Menu</a> &gt; <a href="#">CSU Temp Faculty</a> &gt; <a href="#">CSU Contract Data</a>.</p> <p> You can navigate from either the menu or folder.</p>	

Processing Steps	Screen Shots
<p><b>Step 2:</b> Once you have selected <a href="#">CSU Contract Data</a> link, the system displays the Search page, defaulting to “Find An Existing Value.”</p> <p>First, search for the person to verify an active contract doesn’t already exist.</p> <p>It is recommended you search using one of the following criteria:</p> <ul style="list-style-type: none"> <li>• EmpID (CWID), or</li> <li>• Name (Last Name,First) with no spaces, or</li> <li>• Last Name</li> </ul> <p> To view all rows of an active CSU Contract Number, select the Include History box,).</p>	 <p><b>CSU Contract Data</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>EmpID: begins with [ ]          CSU Contract Number: begins with [ ]          Department: begins with [ ]          Contract Status: = [ ]          Term: begins with [ ]          Description: begins with [ ]          Name: begins with [Maldon,Mark]          Last Name: begins with [ ]</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> Clear <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>
<p><b>Step 3:</b> Once the appropriate criteria have been entered, click <b>Search</b>.</p>	 <p><b>CSU Contract Data</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>EmpID: begins with [ ]          CSU Contract Number: begins with [ ]          Department: begins with [ ]          Contract Status: = [ ]          Term: begins with [ ]          Description: begins with [ ]          Name: begins with [Maldon,Mark]          Last Name: begins with [ ]</p> <p><input type="checkbox"/> Include History</p> <p><b>Search</b> Clear <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>

**Processing Steps** | **Screen Shots**

**Step 3a:**

If a CSU Contract Number is found, verify that it was processed correctly and for the correct term before moving forward.-

EmpID: begins with [ ]  
 CSU Contract Number: begins with [ ]  
 Department: begins with [ ]  
 Contract Status: = [ ]  
 Term: begins with [ ]  
 Description: begins with [ ]  
 Name: begins with [ ]  
 Last Name: begins with [ ] MALDON

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-24 of 24 Last

EmpID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name
899311682	000000324	(blank)	10159	Emergency Hire- 1 Year Only	Active	Maldon, Alicia	MALDON
899045513	000000020	(blank)	10164	Entitlement - Year 1 of 3	Active	Maldon, Betty	MALDON
00085599	000000378	2093	10036	Maldon, Lynne- Fall 2008	Active	Maldon, Lynne	MALDON

**Step 3b:**

If no CSU Contract Number is found click on the **Add a New Value** tab or link.

**CSU Contract Data**

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**

EmpID: begins with [ ]  
 CSU Contract Number: begins with [ ]  
 Department: begins with [ ]  
 Contract Status: = [ ]  
 Term: begins with [ ]  
 Description: begins with [ ]  
 Name: begins with [ ] Maldon,Mark  
 Last Name: begins with [ ]

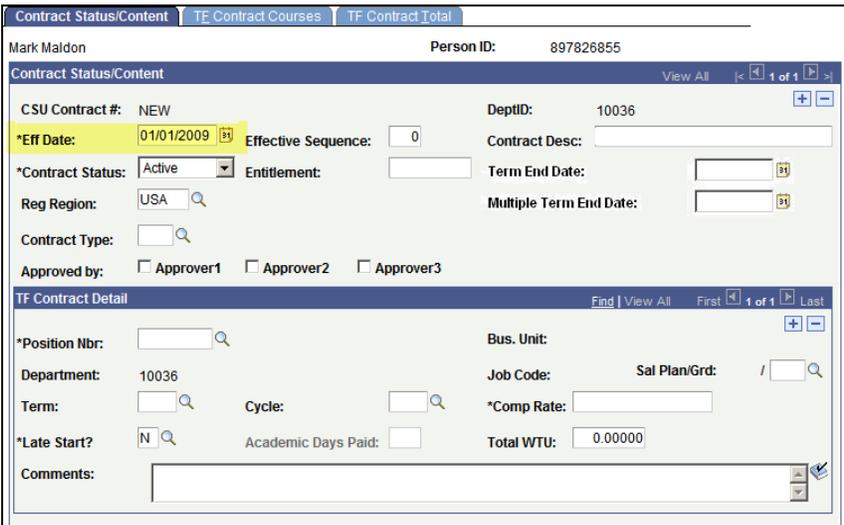
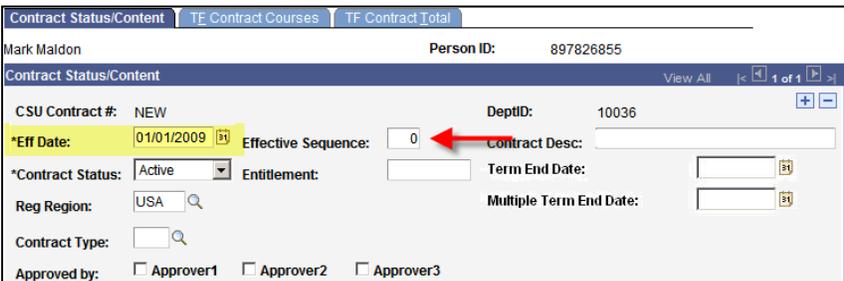
Include History

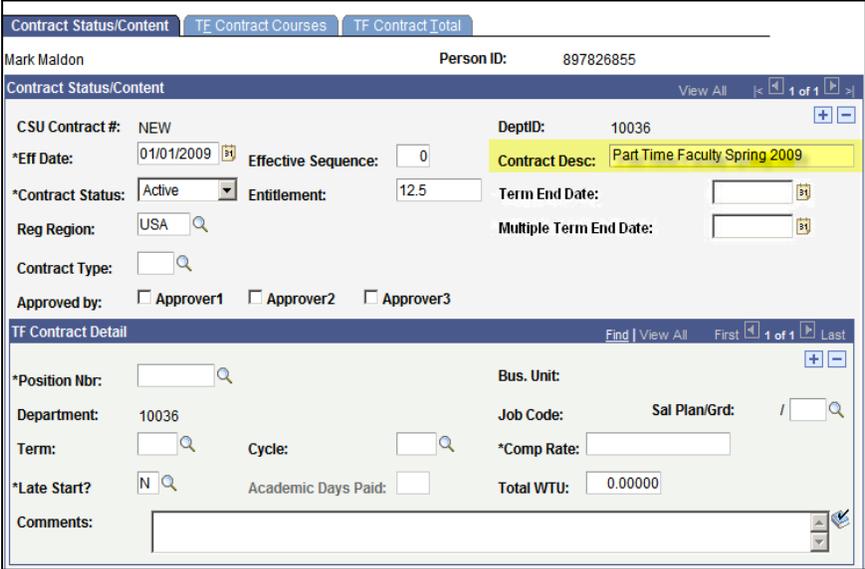
Search Clear Basic Search Save Search Criteria

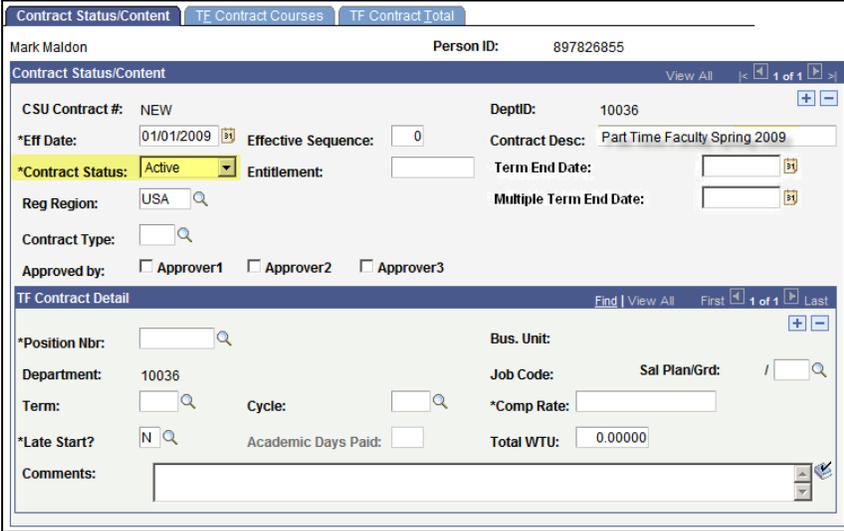
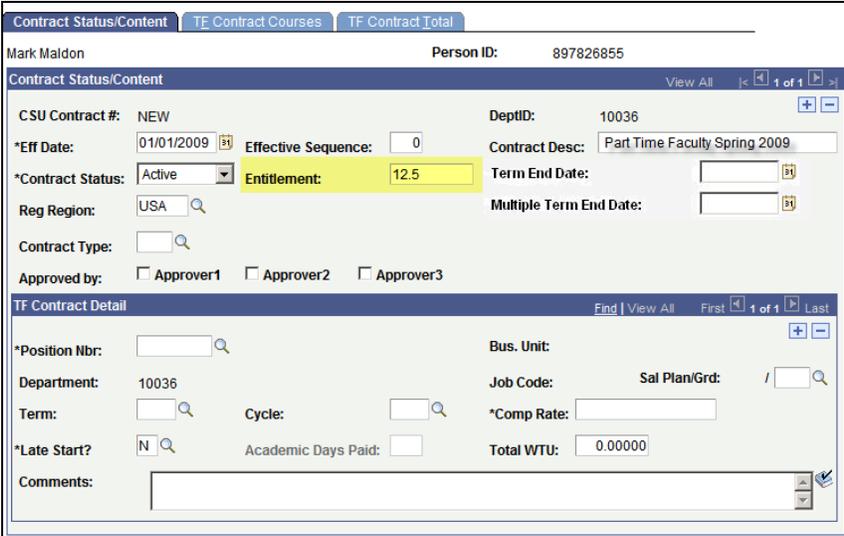
No matching values were found.

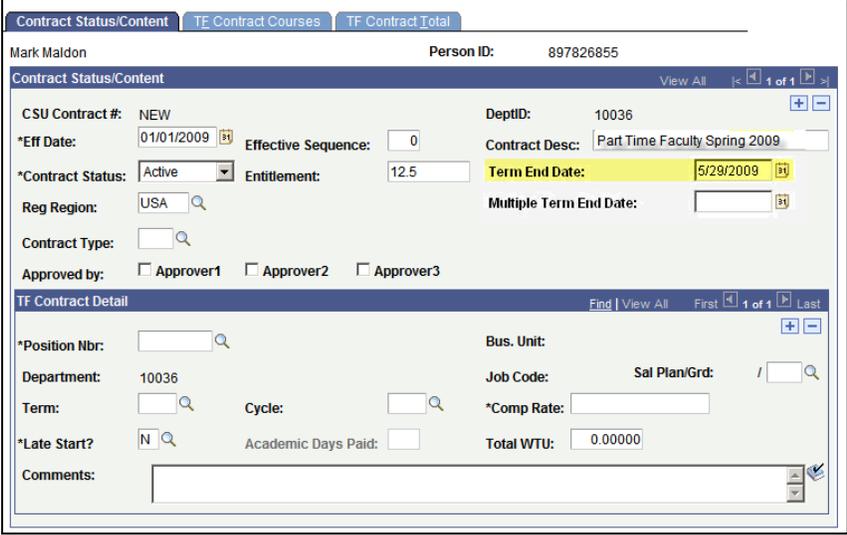
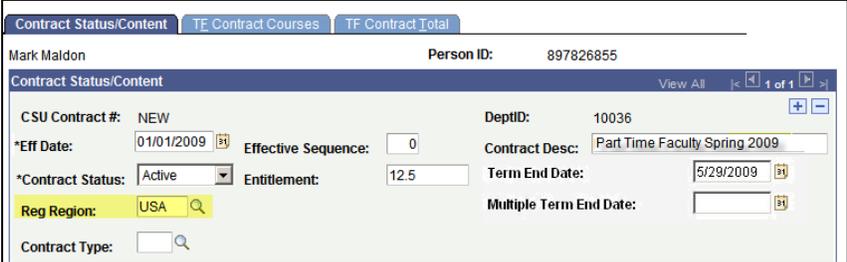
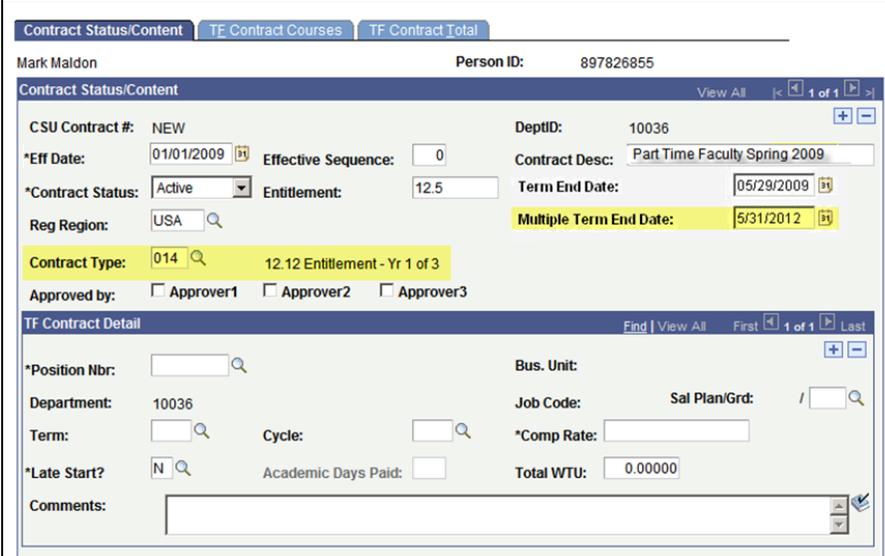
Find an Existing Value **Add a New Value**

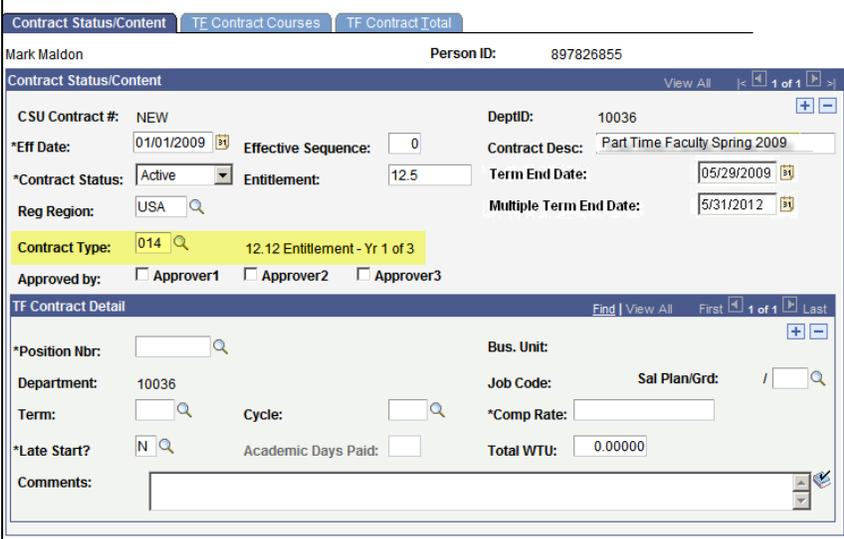
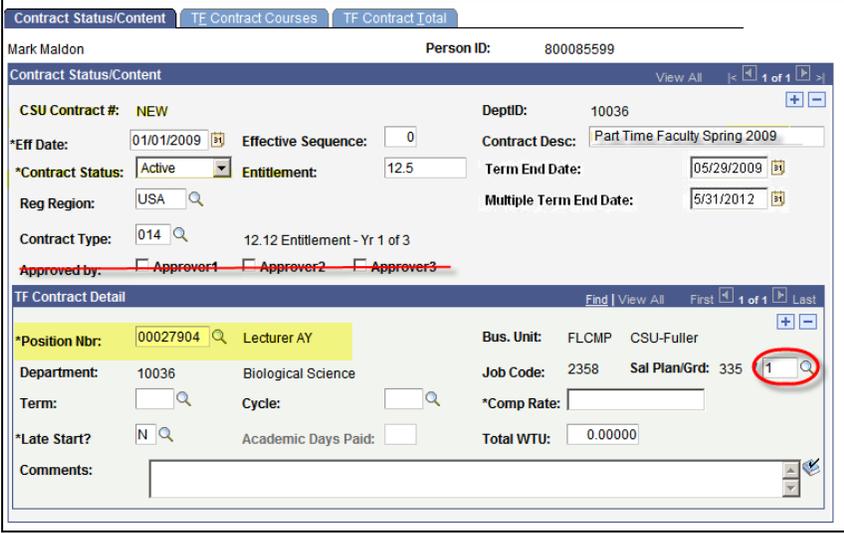
Processing Steps	Screen Shots
<p><b>Step 4:</b> The Add a New Value page appears.</p> <p>Next, enter the appropriate values for :</p> <ul style="list-style-type: none"> <li>• EmplID</li> <li>• Department ID</li> </ul> <p>Use the magnifying glass (  ) to lookup the appropriate values for these fields if unknown.</p> <p> By using the department lookup, only a list of approved departments will be displayed under the lookup tool. Users can only create appointments for the departments they are authorized to do so for.</p>	<div data-bbox="570 270 1419 659" style="border: 1px solid black; padding: 5px;"> <p><b>CSU Contract Data</b></p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <hr/> <p>EmplID: <input type="text" value=""/> </p> <p>CSU Contract Number: <input type="text" value="NEW"/></p> <p>Department: <input type="text" value=""/> </p> <p><a href="#">Add</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div> <p> <b>To continue processing, the Lecturer, GA, TA or ISA must already have an EmplID in PeopleSoft. If an EmplID does not exist, contact your Dept/College Scheduling Coordinator.</b></p>
<p><b>Step 5:</b> When the appropriate fields are completed, click <b>Add</b>.</p>	<div data-bbox="570 1060 1443 1381" style="border: 1px solid black; padding: 5px;"> <p><b>CSU Contract Data</b></p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <hr/> <p>EmplID: <input type="text" value="897826855"/> </p> <p>CSU Contract Number: <input type="text" value="NEW"/></p> <p>Department: <input type="text" value="10036"/> </p> <p><a href="#">Add</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>

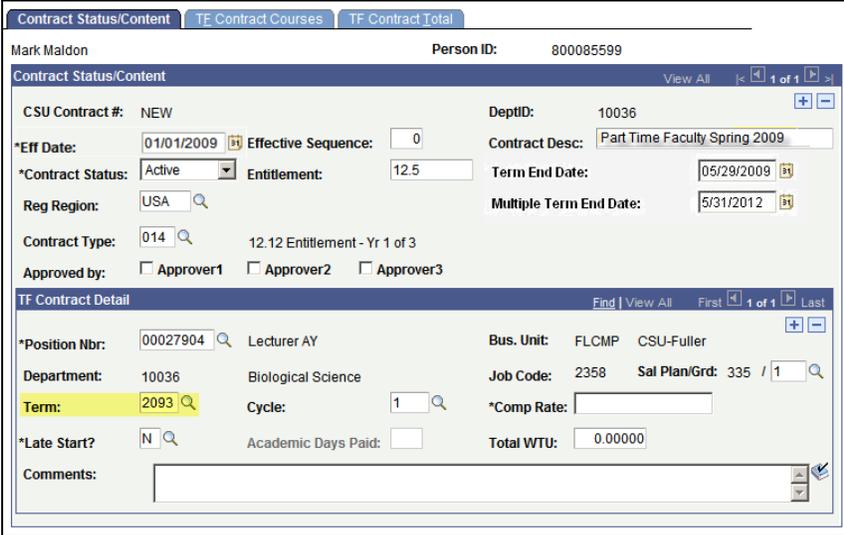
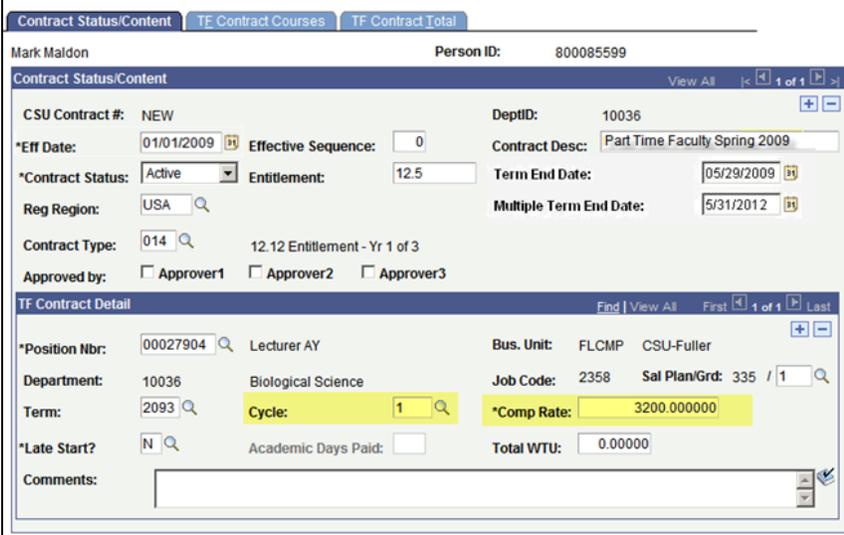
Processing Steps	Screen Shots
<p><b>Step 6:</b> The Contract Status/Content tab page is displayed.</p> <p>The CSU Contract # field is set to NEW.</p> <p>Next, enter in the effective date for the start of the appointment.</p> <p> The Effective Date defaults to the current date. Override, this date by choosing the appropriate effective date (usually the 1st day of the term).</p> <p> Effective Date = The date the appointment should become effective.</p>	
<p><b>Step 6b:</b> Leave the Effective Sequence field at 0.</p> <p> Once this appointment is saved, a CSU Contract Number will be assigned.</p>	

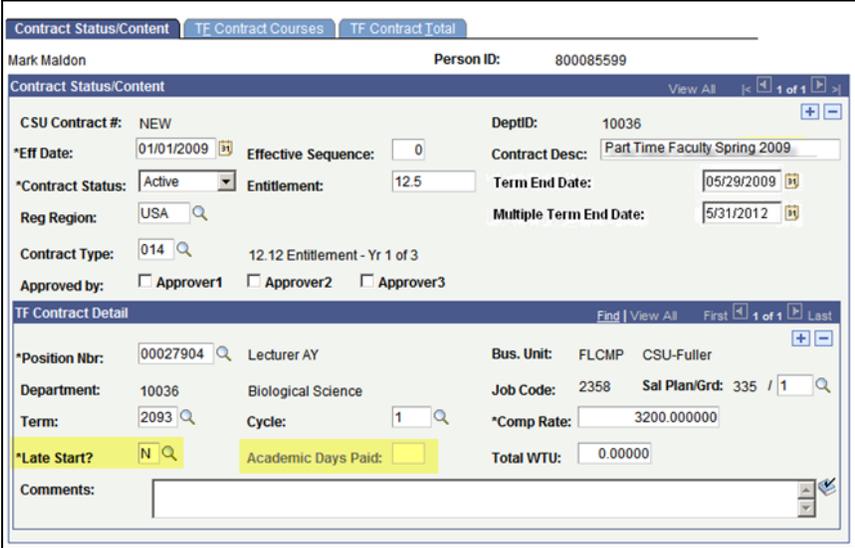
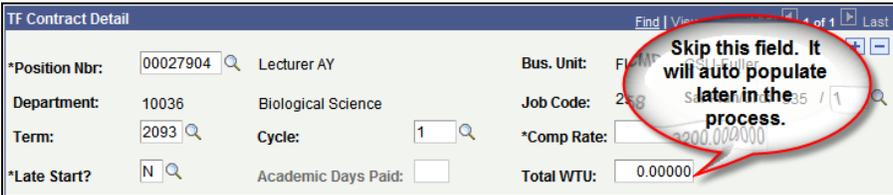
Processing Steps	Screen Shots														
<p><b>Step 7:</b> Enter the Contract Description.</p> <p>This will help you identify the appropriate CSU contract number on the search results page if multiple CSU Contract Numbers exist in the system.</p>	<div style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a web-based form for entering contract details. The top section is titled 'Contract Status/Content' and includes fields for CSU Contract # (NEW), Eff Date (01/01/2009), Effective Sequence (0), Contract Status (Active), Entitlement (12.5), Reg Region (USA), Contract Type, and Approved by (with checkboxes for Approver1, Approver2, Approver3). The bottom section is titled 'TF Contract Detail' and includes fields for Position Nbr, Department (10036), Term, Cycle, Late Start (N), Academic Days Paid, Bus. Unit, Job Code, Sal Plan/Grd, Comp Rate, and Total WTU (0.00000). The 'Contract Desc' field is highlighted in yellow and contains the text 'Part Time Faculty Spring 2009'.</p> </div> <p>The format for this field is:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="padding: 5px;">Job Code</th> <th style="padding: 5px;">Contract Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">2358</td> <td style="padding: 5px;">Part Time Faculty, (current term description)</td> </tr> <tr> <td style="padding: 5px;">2354</td> <td style="padding: 5px;">Teaching Associate, (current term description)</td> </tr> <tr> <td style="padding: 5px;">2355</td> <td style="padding: 5px;">Graduate Assistant, (current term description)</td> </tr> <tr> <td style="padding: 5px;">2325</td> <td style="padding: 5px;">Graduate Assistant, Monthly</td> </tr> <tr> <td style="padding: 5px;">1150</td> <td style="padding: 5px;">Instr Student Assistant (current term description)</td> </tr> <tr> <td style="padding: 5px;">1151</td> <td style="padding: 5px;">Instr Student Assistant OCWS</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><i>For example – Part Time Faculty Spring 2009</i></p>	Job Code	Contract Description	2358	Part Time Faculty, (current term description)	2354	Teaching Associate, (current term description)	2355	Graduate Assistant, (current term description)	2325	Graduate Assistant, Monthly	1150	Instr Student Assistant (current term description)	1151	Instr Student Assistant OCWS
Job Code	Contract Description														
2358	Part Time Faculty, (current term description)														
2354	Teaching Associate, (current term description)														
2355	Graduate Assistant, (current term description)														
2325	Graduate Assistant, Monthly														
1150	Instr Student Assistant (current term description)														
1151	Instr Student Assistant OCWS														

Processing Steps	Screen Shots
<p><b>Step 8:</b> The Contract Status is defaulted to Active. You do not need to change this value.</p>  <p>For more information regarding the appropriate status type, contact your College Coordinator or Dean's office.</p>	
<p><b>Step 9:</b> If applicable, enter the Entitlement WTU's for lecturers with either an AY or 3 year appointment.</p> <p>Total Entitlement WTU's = Number of WTU's per Academic Year and entered as ###.# (i.e. 12.5 or 13.0).</p>	

Processing Steps	Screen Shots
<p><b>Step 10:</b> Enter the Term End Date for this appointment.</p> <p>Normally, this is the last day of the semester or the last day of the academic term based on the academic calendar.</p>	 <p>The screenshot shows the 'Contract Status/Content' form for Mark Maldon (Person ID: 897826855). The 'Term End Date' field is highlighted in yellow and contains the date 5/29/2009. Other fields include CSU Contract #: NEW, Eff Date: 01/01/2009, Effective Sequence: 0, Contract Desc: Part Time Faculty Spring 2009, Reg Region: USA, and Entitlement: 12.5.</p>
<p><b>Step 10a:</b> The Regulatory Region defaults to USA. You do not need to change this value.</p>	 <p>This screenshot is identical to the previous one, but the 'Reg Region' field, which is set to 'USA', is highlighted in yellow to indicate it is the default value.</p>
<p><b>Step 11: For AY and 3 year appts only!</b> Enter the Multi-Term End Date.</p> <p> In the final year of the appointment both the Term End Date and Multi-Term End Date should be the same.</p>	 <p>The screenshot shows the 'Contract Status/Content' form with the 'Multiple Term End Date' field highlighted in yellow and set to 5/31/2012. The 'Contract Type' is 014 (12.12 Entitlement - Yr 1 of 3). The 'Term End Date' is 05/29/2009.</p>

Processing Steps	Screen Shots
<p><b>Step 12:</b> Next, enter the Contract Type.</p> <p>Use the magnifying glass (  ) to view a list of valid value types.</p> <p> CSUF will only utilize the following values:</p> <ul style="list-style-type: none"> <li>- 003 12.3 Entitlement (PTF/AY)</li> <li>- 006 Semester Appt</li> <li>- 014 Year 1 of 3</li> <li>- 015 Year 2 of 3</li> <li>- 016 Year 3 of 3</li> <li>- 011 Graduate Assistant</li> <li>- ISA Contract Type</li> </ul>	
<p><b>Step 13:</b> Skip the Approved by boxes as they are not being used at CSUF.</p> <p>Next, enter the appropriate Position Number.</p> <p>Use the magnifying glass (  ) to see a list of active positions for your department.</p> <p>Once the Position Number is entered the Business Unit, Department, Job Code, and Salary Plan/Grade will automatically populate; <u>however, you may need to change the Grade.</u></p> <p>Note: Grade = Range or Rank.</p> <p> IF YOU DO NOT KNOW THE POSITION NUMBER TO USE, CONTACT YOUR DEPT/COLLEGE BUDGET OFFICE.</p>	

Processing Steps	Screen Shots
<p><b>Step 14:</b> Enter the Term for the contract or use the magnifying glass (  ) to see a list of terms.</p> <p>Terms used at CSUF are: 1 - Intercession 3 – Spring 5 - Summer 7 – Fall</p> <p><i>Note: TF &amp; ASE mod wil only use the Spring (3), Summer (5) -and Fall (7) terms.</i></p>	 <p style="text-align: center;"><i>Term Example: 2093</i> 2 = Century 09 = Year 3 = Term</p>
<p><b>Step 15:</b> The <b>Cycle</b> value should be one of the following:</p> <ul style="list-style-type: none"> <li>- 1 = Lecturers, TA's and ISA's</li> <li>- GA = GA's</li> </ul> <p>Next, enter the Comp Rate which is the full time salary rate or base pay.</p> <p>The Compensation Rate will be multiplied by the time base fraction (derived from WTU's) to calculate the monthly salary rate. This is a CSU calculation.</p> <p>The monthly salary rate will display on the TF Contract Total tab.</p>	 <p> Comp Rate will default for previous TF lecturers, GA's, TA's, and ISA's. The default rate can be overridden by typing in a new rate if applicable.</p>

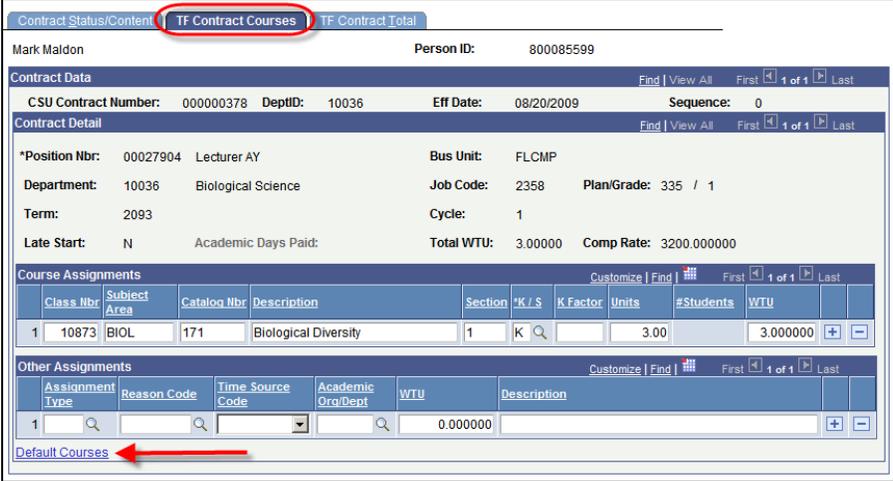
Processing Steps	Screen Shots
<p><b>Step 16:</b> Next, identify whether the appointment is an Early Term or Late Start.</p> <p>The appropriate values for this field are:</p> <ul style="list-style-type: none"> <li>- E – Early</li> <li>- L – Late</li> <li>- N – None</li> </ul> <p>If an Early Term or Late Start is entered, you must also enter the <b>Academic Days Paid</b>.</p> <p>The Academic Days Paid identifies how many working days the temp faculty or teaching associate should be paid for.</p>	 <p>The screenshot shows the 'TF Contract Detail' form for Mark Maldon (Person ID: 800085599). The 'Late Start?' field is highlighted in yellow and set to 'N'. The 'Academic Days Paid' field is also highlighted in yellow and is currently empty.</p>  <p>The dropdown menu shows three options: 'E Early Term', 'L Late Start', and 'N None'. A 'Cancel' button is located at the bottom of the menu.</p>
<p><b>Step 17:</b> Do not enter any information in the <b>Total WTU</b> field, unless hiring a 2355 (Graduate Assistant), 2325 (Graduate Assistant - monthly) job code or any Instructional Student Assistant - job codes 1150 through 1153.-</p> <p>The total WTU will populate based upon the courses entered on the TF Contract Courses tab.</p>	 <p>The screenshot shows the 'TF Contract Detail' form with a callout bubble pointing to the 'Total WTU' field. The callout bubble contains the text: "Skip this field. It will auto populate later in the process."</p>

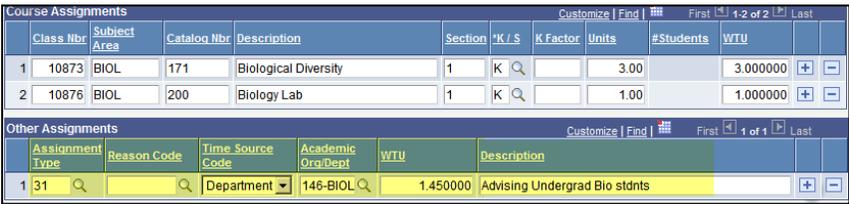
For Job Codes: 2355, 2325, 1150, 1151, 1152, and 1153 – enter the Total WTU.

Processing Steps	Screen Shots
<p><b>Step 18:</b> Skip this field. CSUF will not utilize the comments field.</p>	<p>The screenshot displays a web application interface for contract management. At the top, there are three tabs: "Contract Status/Content", "TF Contract Courses", and "TF Contract Total". The "Contract Status/Content" tab is selected. Below the tabs, the user's name "Mark Maldon" and "Person ID: 800085599" are shown. The interface is divided into two main sections: "Contract Status/Content" and "TF Contract Detail".</p> <p><b>Contract Status/Content Section:</b></p> <ul style="list-style-type: none"> <li>CSU Contract #: NEW</li> <li>*Eff Date: 01/01/2009</li> <li>Effective Sequence: 0</li> <li>Contract Desc: Part Time Faculty Spring 2009</li> <li>*Contract Status: Active</li> <li>Entitlement: 12.5</li> <li>Term End Date: 05/29/2009</li> <li>Reg Region: USA</li> <li>Multiple Term End Date: 5/31/2012</li> <li>Contract Type: 014 (12.12 Entitlement - Yr 1 of 3)</li> <li>Approved by: <input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3</li> </ul> <p><b>TF Contract Detail Section:</b></p> <ul style="list-style-type: none"> <li>*Position Nbr: 00027904 (Lecturer AY)</li> <li>Bus. Unit: FLCMP CSU-Fuller</li> <li>Department: 10036 Biological Science</li> <li>Job Code: 2358 Sal Plan/Grd: 335 / 1</li> <li>Term: 2093</li> <li>Cycle: 1</li> <li>*Comp Rate: 3200.000000</li> <li>*Late Start? N</li> <li>Academic Days Paid: <input type="checkbox"/></li> <li>Total WTU: 0.00000</li> </ul> <p>At the bottom, there is a "Comments" field highlighted in yellow, containing the text "SKIP THIS FIELD".</p>

## 2.2 Contract Courses Page

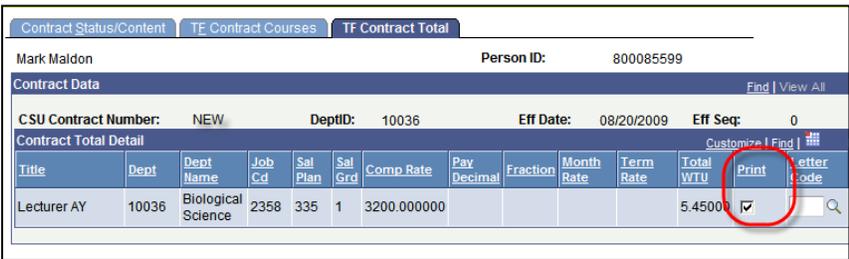
This page is used to enter course and non-teaching assignments to generate total WTU's for the appointment. Information listed at the top of this page is for display purposes only. It is based upon the information entered on the Contract Status/Content page.

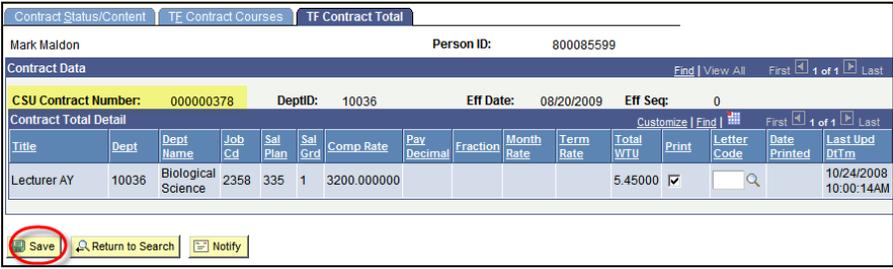
Processing Steps	Screen Shots
<p><b>Step 1:</b> Click on the <b>TF Contract Courses</b> tab.</p> <p>Contract Details displayed on the page are view only. This information comes from the Contract Status/Content page.</p> <p>If courses have been identified for the instructor in Campus Solutions &gt; Curriculum Management &gt; Term Workload, click on the <b>Default Courses</b> link.</p> <p>If instructors have not been identified contact your course scheduling coordinator.</p> <p> Adding or deleting rows of course data WILL NOT update Term Workload or the Schedule of Classes in Campus Solutions.</p> <p> Remember WTU's from this page will auto-populate the Total WTU field on the Contract Status/Content tab. You may need to return to the Contract Status/Content tab to correct the number of total WTU's in the Total WTU field.</p>	 <p><b>Note: For Graduate Assistant-2355 and 2325, and Instructional Student Assistants, job codes 1150 through 1153, the Course and Other Assignment fields should remain blank; however, the Academic Student Employee Description of Duties form should be provided upon acceptance of the appointment.</b></p>

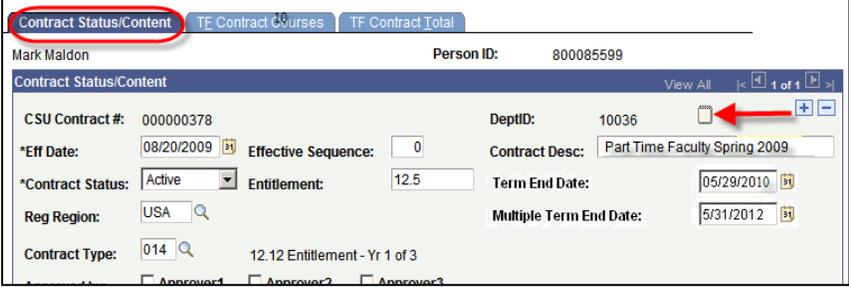
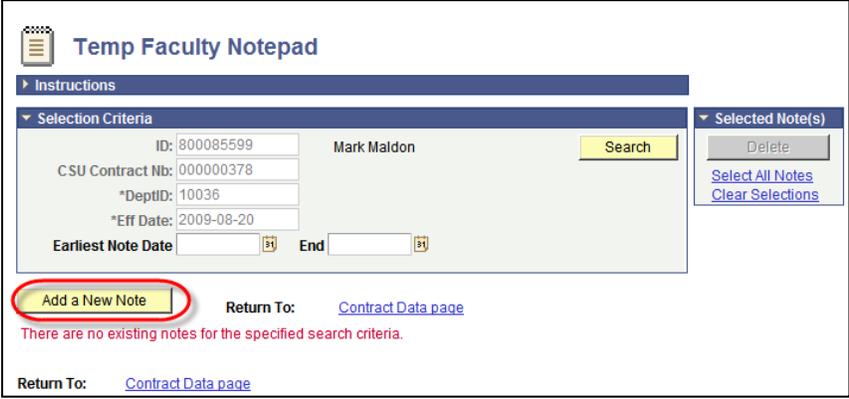
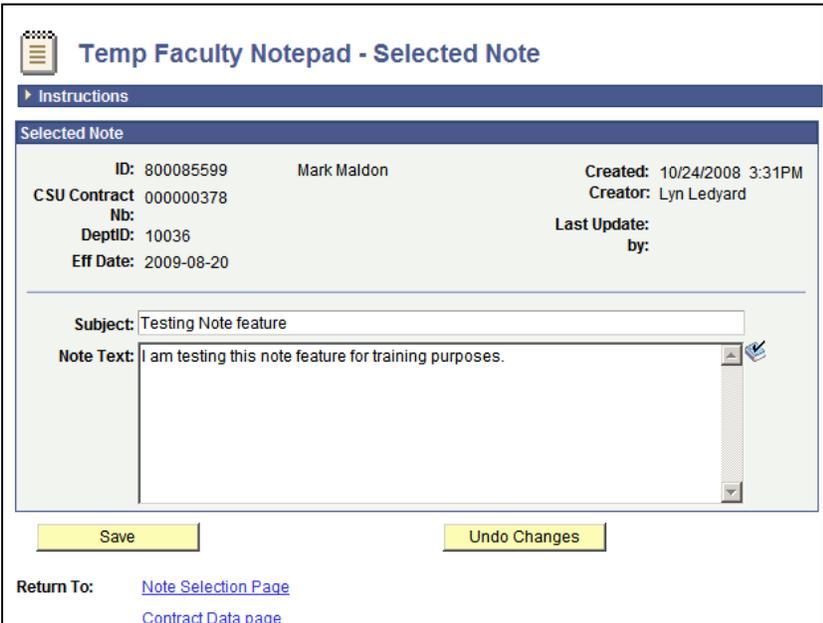
Processing Steps	Screen Shots
<p><b>Step 2: Other Assignments</b>                      In addition to course information, any applicable “Other Assignments” will also be added to the TF Contract Courses page.</p> <p> Adding or deleting rows of course data <b>WILL NOT</b> update Term Workload or the Schedule of Classes in Student Administration.</p>	 <p>The screenshot shows two tables. The top table, 'Course Assignments', has columns: Class Nbr, Subject Area, Catalog Nbr, Description, Section, *K/S, K Factor, Units, #Students, and WTU. It lists two rows: 1 (10873, BIOL, 171, Biological Diversity, 1, K, 3.00, 3.000000) and 2 (10876, BIOL, 200, Biology Lab, 1, K, 1.00, 1.000000). The bottom table, 'Other Assignments', has columns: Assignment Type, Reason Code, Time Source Code, Academic Org/Dept, WTU, and Description. It lists one row: 1 (31, Department, 146-BIOL, 1.450000, Advising Undergrad Bio stdnrs).</p>
<p><b>Step 3:</b>                      Continue on to the <b>TF Contract Total</b> tab to continue.</p>	 <p>The screenshot shows a navigation bar with three tabs: 'Contract Status/Content', 'TF Contract Courses', and 'TF Contract Total'. The 'TF Contract Total' tab is highlighted with a red circle. Below the tabs, the user's name 'Mark Maldon' and 'Person ID: 800085599' are displayed.</p>

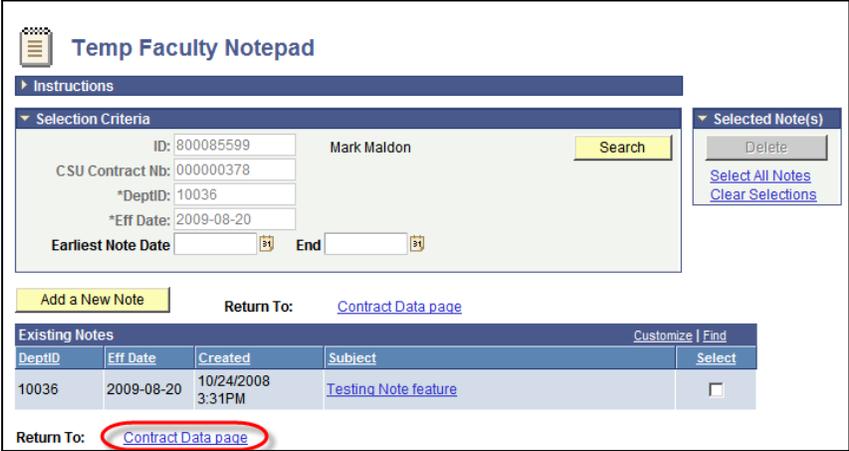
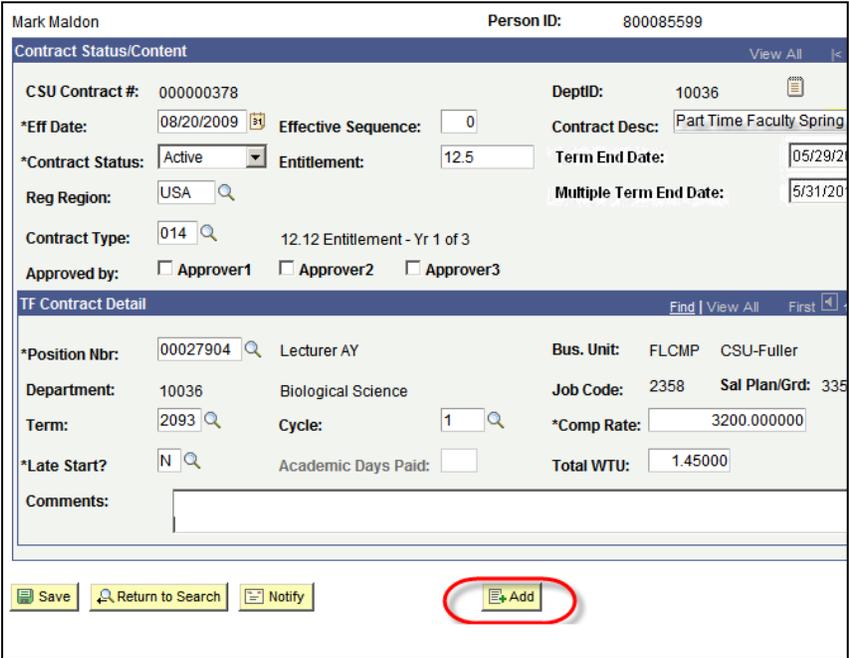
### 2.3 TF Contract Total

This page represents a summary of the information that will appear in the appointment. You will use this page to review all appointment information and prepare to print the appointment.

Processing Steps	Screen Shots																												
<p><b>Step 1:</b> Click on the <b>TF Contract Total</b> tab.</p> <p>Review the information on the page.</p> <p>To update information on the page, you must return to the appropriate tab to update the data.</p>	 <p>Contract Status/Content   <b>TF Contract Courses</b>   <b>TF Contract Total</b></p> <p>Mark Maldon <span style="float: right;">Person ID:</span></p> <p><b>Contract Data</b></p> <p>CSU Contract Number: NEW DeptID: 10036 Eff Date:</p> <p><b>Contract Total Detail</b></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Dept</th> <th>Dept Name</th> <th>Job Cd</th> <th>Sal Plan</th> <th>Sal Grd</th> <th>Comp Rate</th> <th>Pay Decimal</th> <th>Fraction</th> </tr> </thead> <tbody> <tr> <td>Lecturer AY</td> <td>10036</td> <td>Biological Science</td> <td>2358</td> <td>335</td> <td>1</td> <td>3200.000000</td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify</p> <p><a href="#">Contract Status/Content</a>   <a href="#">TF Contract Courses</a>   <a href="#">TF Contract Total</a></p>	Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Comp Rate	Pay Decimal	Fraction	Lecturer AY	10036	Biological Science	2358	335	1	3200.000000												
Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Comp Rate	Pay Decimal	Fraction																					
Lecturer AY	10036	Biological Science	2358	335	1	3200.000000																							
<p><b>Step 2:</b> By default, the <b>Print</b> column is checked. This box must be checked in order to print the appointment notice.</p>	 <p>Contract Status/Content   <b>TF Contract Courses</b>   <b>TF Contract Total</b></p> <p>Mark Maldon <span style="float: right;">Person ID: 800085599</span></p> <p><b>Contract Data</b> <span style="float: right;">Find   View All</span></p> <p>CSU Contract Number: NEW DeptID: 10036 Eff Date: 08/20/2009 Eff Seq: 0</p> <p><b>Contract Total Detail</b> <span style="float: right;">Customize   Find  </span></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Dept</th> <th>Dept Name</th> <th>Job Cd</th> <th>Sal Plan</th> <th>Sal Grd</th> <th>Comp Rate</th> <th>Pay Decimal</th> <th>Fraction</th> <th>Month Rate</th> <th>Term Rate</th> <th>Total WTU</th> <th>Print</th> <th>Letter Code</th> </tr> </thead> <tbody> <tr> <td>Lecturer AY</td> <td>10036</td> <td>Biological Science</td> <td>2358</td> <td>335</td> <td>1</td> <td>3200.000000</td> <td></td> <td></td> <td></td> <td></td> <td>5.45000</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Lecturer AY	10036	Biological Science	2358	335	1	3200.000000					5.45000	<input checked="" type="checkbox"/>	
Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code																
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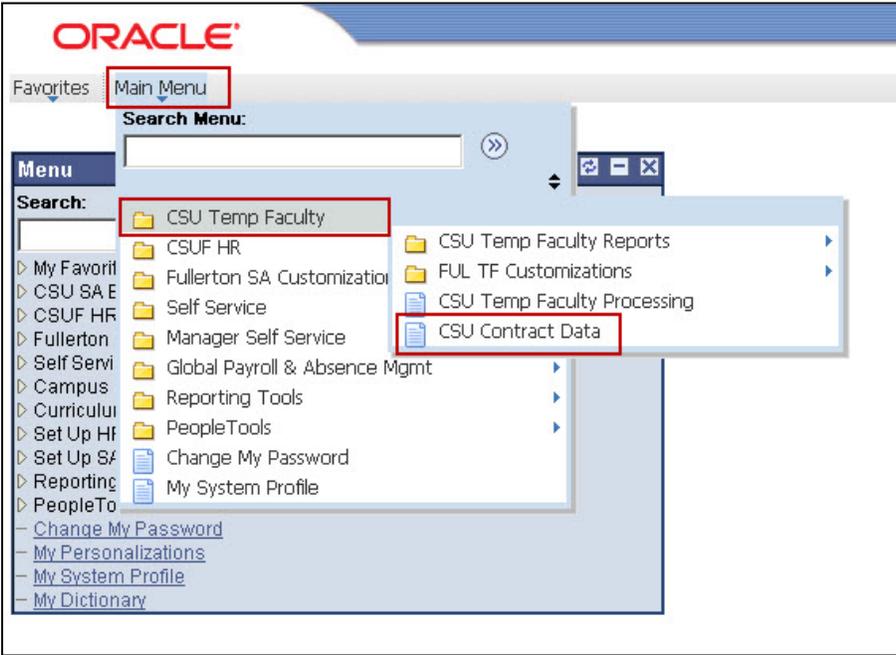
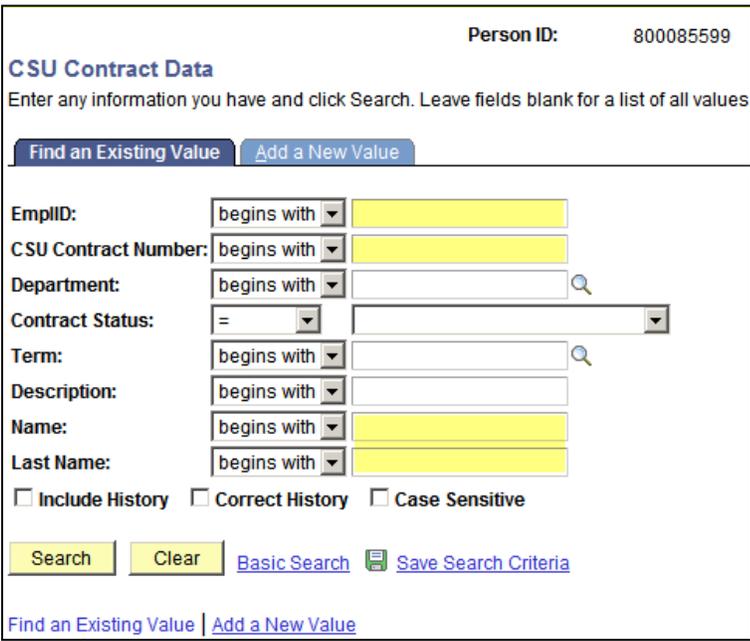
Processing Steps	Screen Shots
<p><b>Step 2a:</b> The Letter Code field is used to determine the type of appointment notice being used.</p> <p>To choose from a list of valid values, use the magnifying glass (  ). Then, select the appropriate code.</p> <p> <b>Values used:</b></p> <ul style="list-style-type: none"> <li>- PTF</li> <li>- GA</li> <li>- TA</li> <li>- ISA</li> <li>- LB1 (Part-Time Librarian)</li> <li>- LB2 (Part-Time Librarian)</li> </ul>	 
<p><b>Step 3:</b> Once the information has been verified for accuracy, click <b>Save</b>. This will save the information in PeopleSoft.</p> <p> <i>Once the data has been saved, a CSU Contract Number will appear.</i></p> <p> No changes may be made once the data has been saved.</p>	
<p><b>Step 3b:</b> To make changes you must contact the Dean's office.</p>	

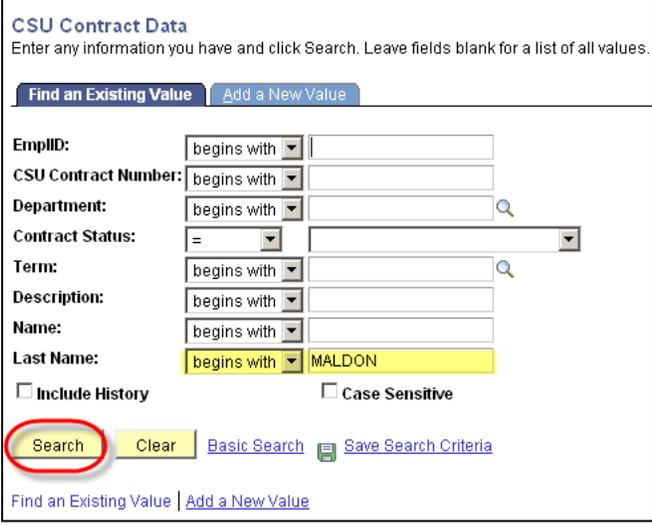
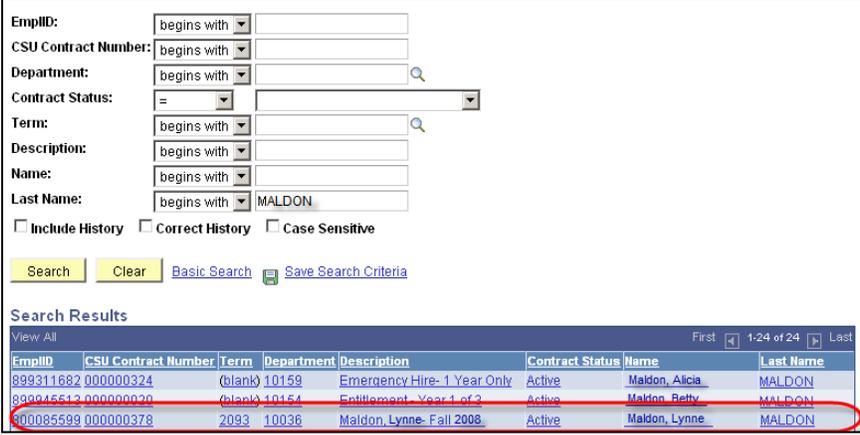
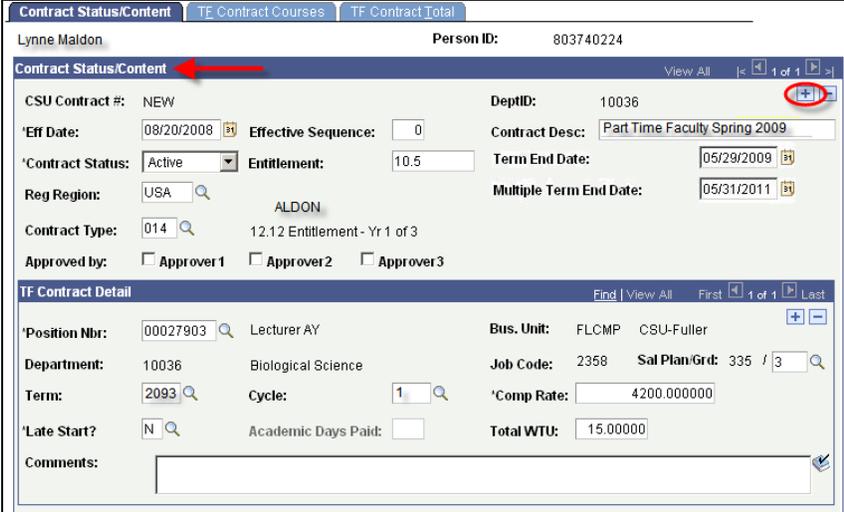
Processing Steps	Screen Shots
<p><b>Step 4:</b> Once an appointment has been saved the Notepad feature appears on the Contract Status/Content tab.</p>	
<p><b>Step 4a: Optional</b> The notepad allows processors to add a brief note or other information about the appointment.</p> <p>Click <b>Add a New Note</b> to add a new note to the appointment.</p> <p> <i>This information will not print on the appointment and should not contain confidential data.</i></p>	 <p><i>Example data to enter in Notepad:</i></p> <ul style="list-style-type: none"> <li>- Verification of Degree</li> <li>- Waiver form information</li> </ul>
<p><b>Step 4b:</b> Enter information into the subject and note text as necessary. Then, click <b>Save</b>.</p> <p>Each note will contain the name of the creator and the date/time the note was created.</p>	

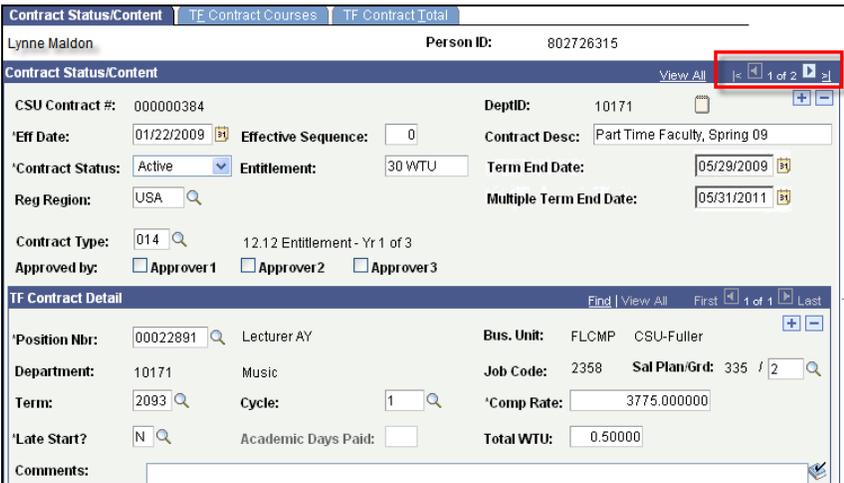
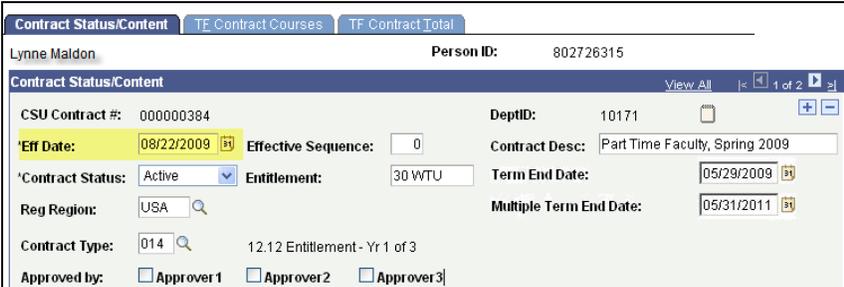
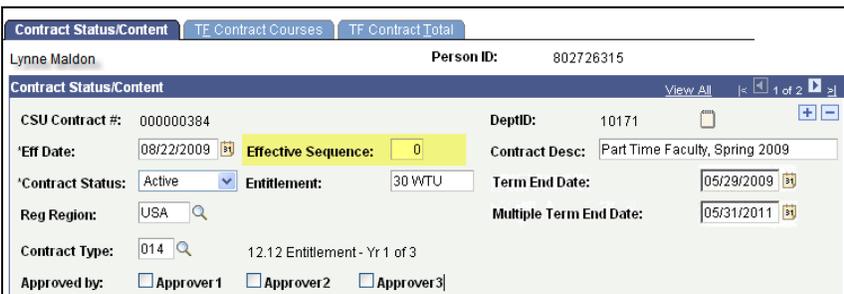
Processing Steps	Screen Shots
<p><b>Step 4c:</b> The note now appears under the Temp Faculty Notepad.</p> <p>To review a note, simply click on the note link.</p> <p>Otherwise, click the <b>Contract Data page</b> link to return to the Contract Data page.</p>	 <p>The screenshot shows the 'Temp Faculty Notepad' interface. It includes a search section with fields for ID (800085599), CSU Contract Nb (00000378), DeptID (10036), and Eff Date (2009-08-20). Below this is a table of 'Existing Notes' with columns for DeptID, Eff Date, Created, Subject, and a Select checkbox. The table contains one entry: DeptID 10036, Eff Date 2009-08-20, Created 10/24/2008 3:31PM, and Subject 'Testing Note feature'. A 'Return To: Contract Data page' link is circled in red at the bottom of the interface.</p>
<p><b>Step 5:</b> To process additional appointments click the <b>Add</b> button.</p> <p>Next, notify your Dean's office that appointment data are ready for review.</p> <p>Printing of the Faculty Payroll report will be completed by the college.</p> <p>Each college will notify processors when appointment notice(s) can be printed.</p> <p> <i>Appointment printing instructions are found under the section Printing Appointments of the TF Processing Manual.</i></p>	 <p>The screenshot shows the 'Contract Status/Content' page for Mark Maldon (Person ID: 800085599). It displays various contract details such as CSU Contract # (00000378), Eff Date (08/20/2009), and Contract Desc (Part Time Faculty Spring). Below this is the 'TF Contract Detail' section with fields for Position Nbr (00027904), Department (10036 Biological Science), Term (2093), and Cycle (1). At the bottom of the page, the 'Add' button is circled in red.</p>

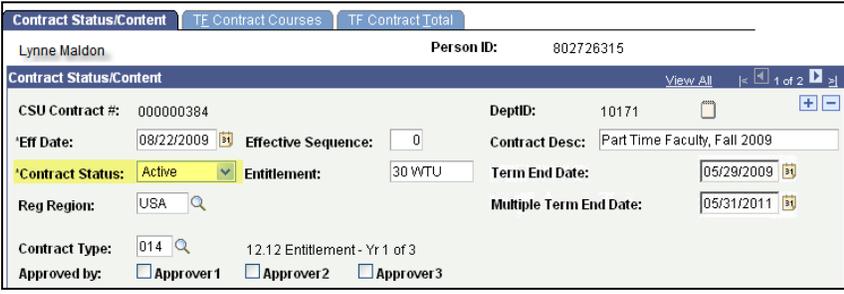
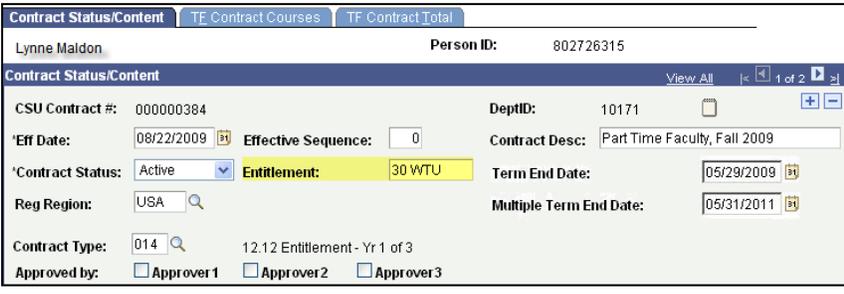
## 2.4 Updating an Existing Appointment

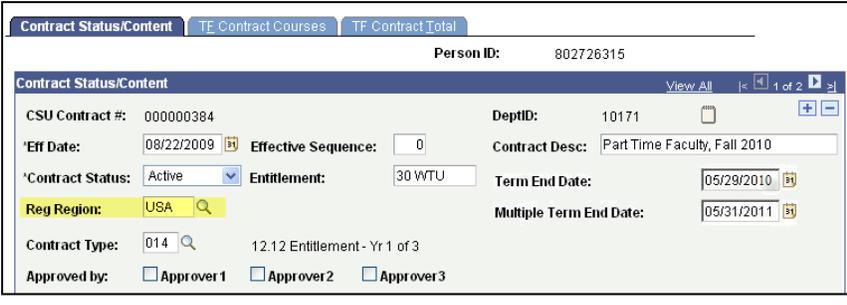
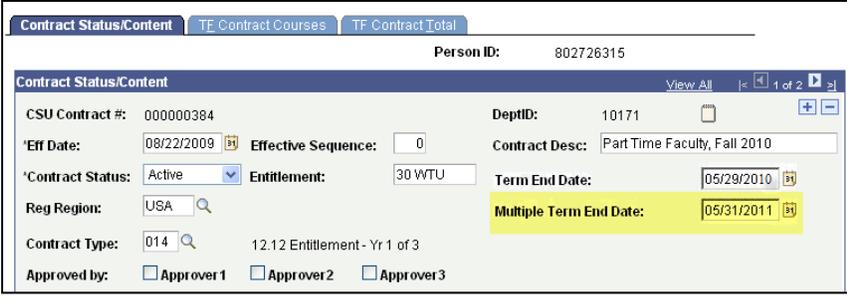
This section covers updating current active multi-term appointments. These steps will allow a processor to update a multi-term appointment only.

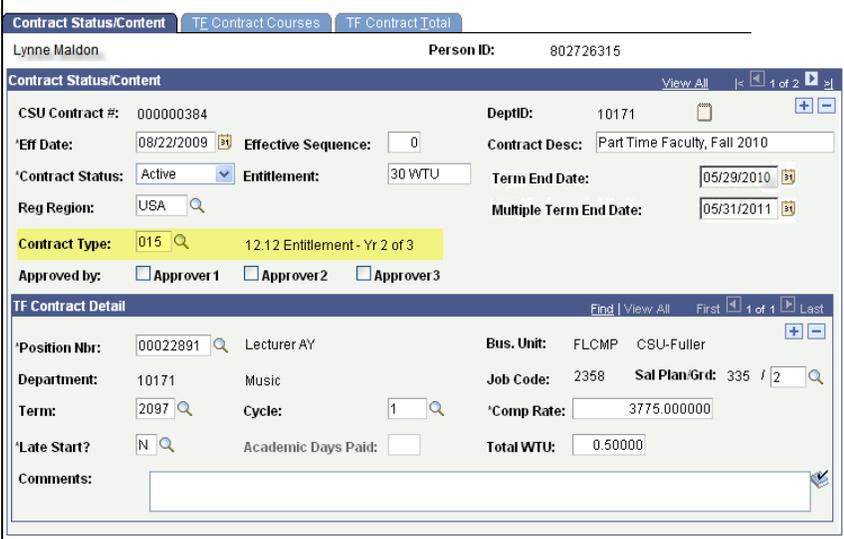
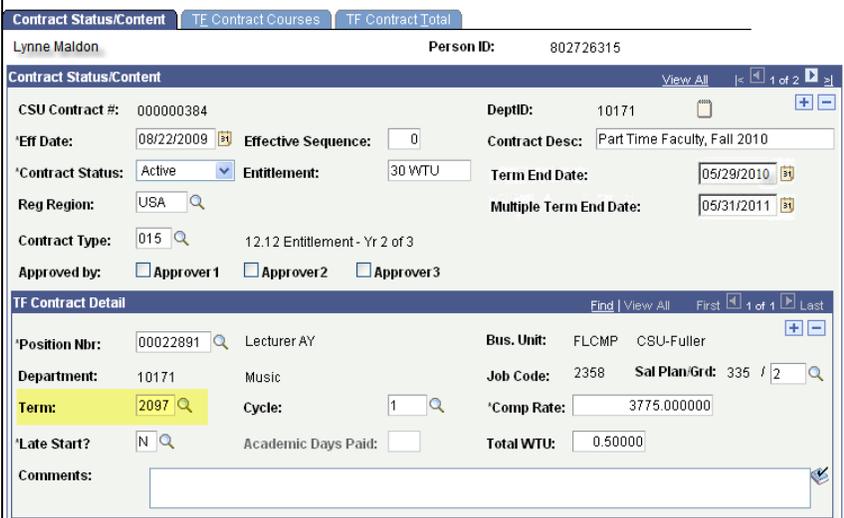
Processing Steps	Screen Shots
<p><b>Step 1:</b>                      Navigate to the correct page:  <a href="#">Main Menu &gt; CSU Temp Faculty &gt; CSU Contract Data.</a></p> <p> You can navigate from either the menu or folder.</p>	
<p><b>Step 2:</b>                      Once you have selected <a href="#">CSU Contract Data</a>, you will be prompted to “Find an Existing Value”.</p> <p>Using the search criteria, search for the person or CSU contract number.</p> <p>It is recommended you search using one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>- EmplID (CWID)</li> <li>- Name (Last Name,First)</li> <li>- Last Name</li> </ul> <p> Select the “include history” option to see all appointment data available.</p>	

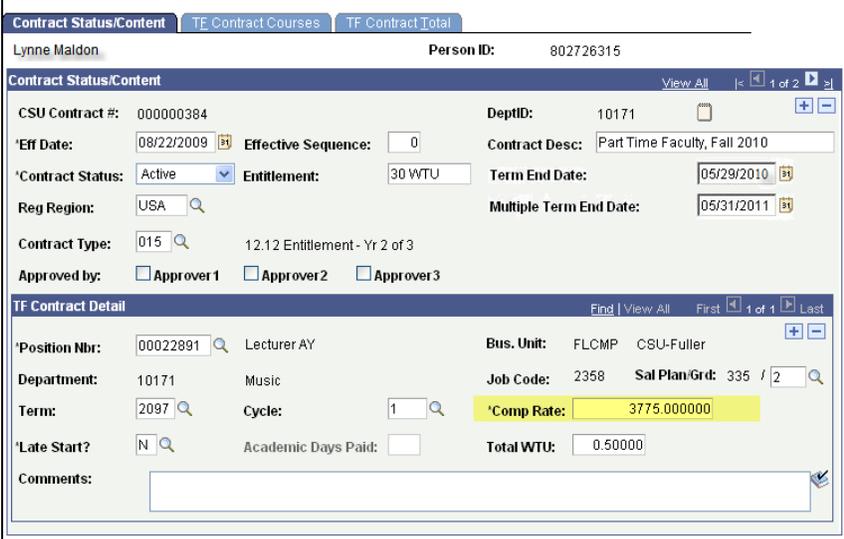
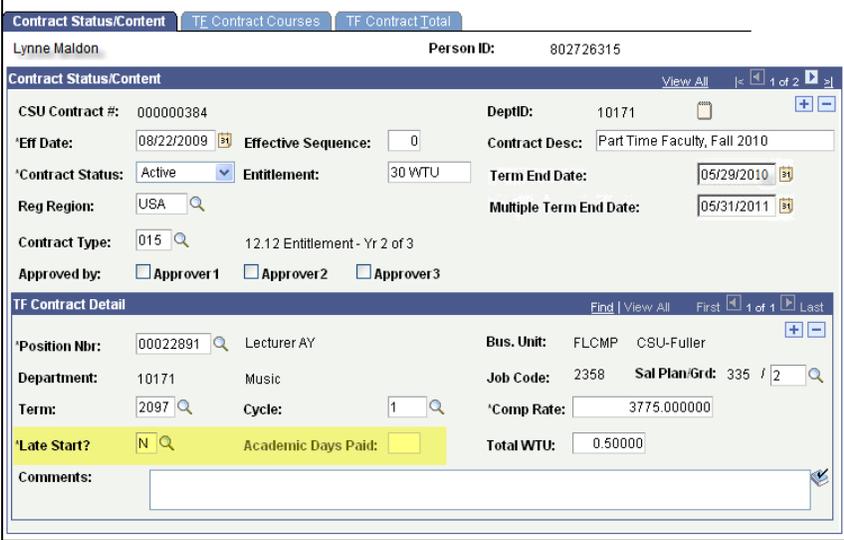
Processing Steps	Screen Shots																																
<p><b>Step 3:</b> Once the appropriate criteria have been entered, click <b>Search</b>.</p>	 <p><b>CSU Contract Data</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>EmpID: begins with [ ]          CSU Contract Number: begins with [ ]          Department: begins with [ ]          Contract Status: = [ ]          Term: begins with [ ]          Description: begins with [ ]          Name: begins with [ ]          Last Name: begins with MALDON</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>																																
<p><b>Step 4:</b> Results will appear on the page.</p> <p>Next, select the appropriate CSU Contract Number.</p> <p> If Contract Status is marked as <i>Inactive</i>, do not select. Select the most current <i>Active</i> row.</p>	 <p>EmpID: begins with [ ]          CSU Contract Number: begins with [ ]          Department: begins with [ ]          Contract Status: = [ ]          Term: begins with [ ]          Description: begins with [ ]          Name: begins with [ ]          Last Name: begins with MALDON</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p><b>Search Results</b></p> <p>View All First 1-24 of 24 Last</p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>CSU Contract Number</th> <th>Term</th> <th>Department</th> <th>Description</th> <th>Contract Status</th> <th>Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>899311682</td> <td>000000324</td> <td>(blank)</td> <td>10159</td> <td>Emergency Hire- 1 Year Only</td> <td>Active</td> <td>Maldon, Alicia</td> <td>MALDON</td> </tr> <tr> <td>89945613</td> <td>000000320</td> <td>(blank)</td> <td>10154</td> <td>Entitlement - Year 1 of 2</td> <td>Active</td> <td>Maldon, Betty</td> <td>MALDON</td> </tr> <tr> <td>90085599</td> <td>000000378</td> <td>2093</td> <td>10036</td> <td>Maldon, Lynne- Fall 2008</td> <td>Active</td> <td>Maldon, Lynne</td> <td>MALDON</td> </tr> </tbody> </table>	EmpID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name	899311682	000000324	(blank)	10159	Emergency Hire- 1 Year Only	Active	Maldon, Alicia	MALDON	89945613	000000320	(blank)	10154	Entitlement - Year 1 of 2	Active	Maldon, Betty	MALDON	90085599	000000378	2093	10036	Maldon, Lynne- Fall 2008	Active	Maldon, Lynne	MALDON
EmpID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name																										
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90085599	000000378	2093	10036	Maldon, Lynne- Fall 2008	Active	Maldon, Lynne	MALDON																										
<p><b>Step 5:</b> The active contract is displayed.</p> <p>To update the contract for the current semester, click the plus sign (+) button under the <b>Contract Status/Content</b> area.</p> <p> Page 1 of 2 is the new/current term. Page 2 is previous term data.</p>	 <p>Contract Status/Content   TF Contract Courses   TF Contract Total</p> <p>Lynne Maldon Person ID: 803740224</p> <p>Contract Status/Content View All 1 of 1 Last</p> <p>CSU Contract #: NEW DeptID: 10036</p> <p>Eff Date: 08/20/2008 Effective Sequence: 0 Contract Desc: Part Time Faculty Spring 2009</p> <p>Contract Status: Active Entitlement: 10.5 Term End Date: 05/29/2009</p> <p>Reg Region: USA ALDON Multiple Term End Date: 05/31/2011</p> <p>Contract Type: 014 12.12 Entitlement - Yr 1 of 3</p> <p>Approved by: Approver 1 Approver 2 Approver 3</p> <p>TF Contract Detail Find View All 1 of 1 Last</p> <p>Position Nbr: 00027903 Lecturer AY Bus. Unit: FLCMP CSU-Fuller</p> <p>Department: 10036 Biological Science Job Code: 2358 Sal Plan/Grd: 335 / 3</p> <p>Term: 2093 Cycle: 1 Comp Rate: 4200.000000</p> <p>Late Start? N Academic Days Paid: Total WTU: 15.00000</p> <p>Comments:</p>																																

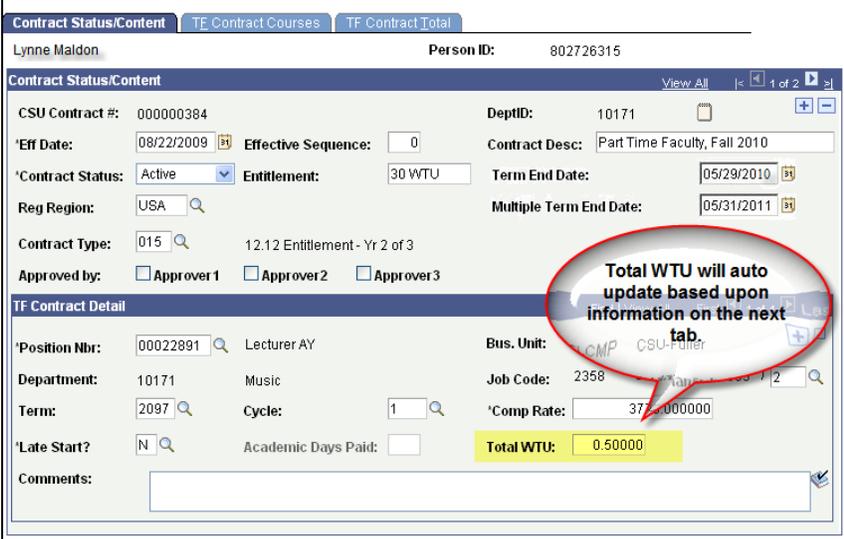
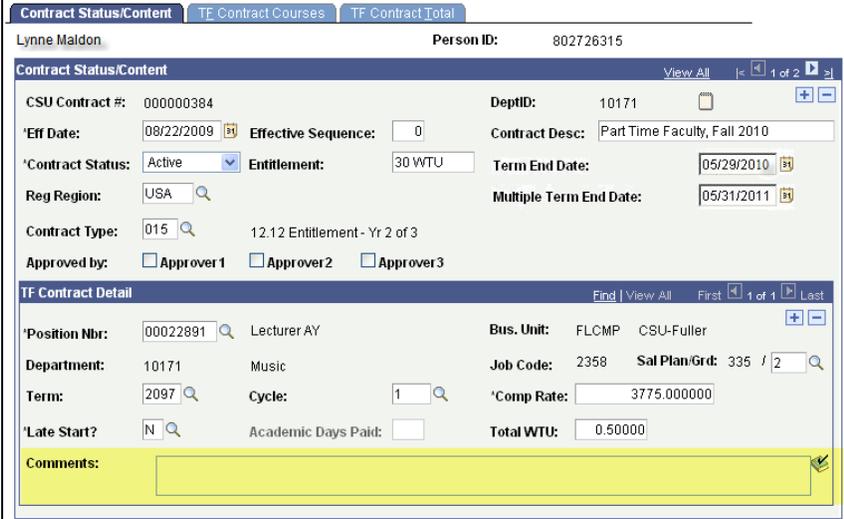
Processing Steps	Screen Shots
<p><b>Step 6:</b> A new Contract Status/Content page appears.</p> <p>Fields are populated based upon the previous semester. Override the appropriate data as necessary on page 1.</p> <p> The CSU Contract number remains the same.</p>	
<p><b>Step 7:</b> Next, enter in the new effective date for the start of the appointment.</p> <p> The Effective Date is usually the 1st day of the term.</p> <p> Effective Date = The date the appointment should become effective.</p>	
<p><b>Step 7b:</b> For the new appointment, leave the Effective Sequence at 0.</p>	

Processing Steps	Screen Shots						
<p><b>Step 8:</b> Update the Contract Description.</p> <p>The format for this field varies by Job Code. Use the appropriate Contract Description as noted to the right.</p>	 <p>The format for this field is:</p> <table border="1" data-bbox="646 688 1344 835"> <thead> <tr> <th>Job Code</th> <th>Contract Description</th> </tr> </thead> <tbody> <tr> <td>2358</td> <td>Part Time Faculty, (current term description)</td> </tr> <tr> <td>2354</td> <td>Teaching Associate, (current term description)</td> </tr> </tbody> </table> <p style="text-align: center;"><i>For example – Part Time Faculty Spring 2009</i></p>	Job Code	Contract Description	2358	Part Time Faculty, (current term description)	2354	Teaching Associate, (current term description)
Job Code	Contract Description						
2358	Part Time Faculty, (current term description)						
2354	Teaching Associate, (current term description)						
<p><b>Step 9:</b> The Contract Status is default to Active. You do not need to change this value.</p>							
<p><b>Step 10:</b> The Entitlement WTU's are carried forward from the previous term.</p> <p>This field is only updated at the start of a new 1 AY or 3 AY entitlement.</p>							

Processing Steps	Screen Shots
<p><b>Step 11:</b> Update the Term End Date for this appointment.</p> <p>Normally, this is the last day of the semester based on the academic calendar.</p>	 <p>The screenshot shows a web interface for 'Contract Status/Content'. At the top, there are tabs for 'TF Contract Courses' and 'TF Contract Total'. Below the tabs, the user's name 'Lynne Maldon' and 'Person ID: 802726315' are displayed. The main form contains several fields: 'CSU Contract #' (000000384), 'DeptID:' (10171), 'Eff Date:' (08/22/2009), 'Effective Sequence:' (0), 'Contract Desc:' (Part Time Faculty, Fall 2009), 'Contract Status:' (Active), 'Entitlement:' (30 WTU), 'Term End Date:' (05/29/2010), 'Reg Region:' (USA), and 'Multiple Term End Date:' (05/31/2011). There are also checkboxes for 'Approved by' (Approver 1, Approver 2, Approver 3). The 'Term End Date' field is highlighted in yellow.</p>
<p><b>Step 11a:</b> The Regulatory Region defaults to USA. You do not need to change this value.</p>	 <p>This screenshot is similar to the previous one, but the 'Reg Region:' field is highlighted in yellow and set to 'USA'. The 'Term End Date' is now 05/29/2010, and the 'Contract Desc:' is 'Part Time Faculty, Fall 2010'.</p>
<p><b>Step 12:</b> The Multiple Term End Date should not change.</p>	 <p>This screenshot is similar to the previous ones, but the 'Multiple Term End Date:' field is highlighted in yellow and set to '05/31/2011'. The 'Term End Date' remains 05/29/2010.</p>

Processing Steps	Screen Shots
<p><b>Step 13:</b> Next, update the Contract Type.</p> <p>Use the magnifying glass (  ) to view a list of valid value types.</p> <p> CSUF will only utilize the following values for Temp Faculty serving in a current active multi-term appointment:</p> <ul style="list-style-type: none"> <li>- 003 12.3 Entitlement (1AY)</li> <li>- 014 Year 1 of 3</li> <li>- 015 Year 2 of 3</li> <li>- 016 Year 3 of 3</li> </ul>	
<p><b>Step 14:</b> Skip the Approved by boxes as they are not being used at CSUF.</p> <p> Verify the Position Number is correct. You should not have to change this value.</p>	
<p><b>Step 15:</b> Update the Term for the contract or use the magnifying glass (  ) to see a list of terms.</p> <p>Terms used at CSUF are:</p> <ul style="list-style-type: none"> <li>1 - Intercession</li> <li>3 – Spring</li> <li>5 - Summer</li> <li>7 – Fall</li> </ul>	

Processing Steps	Screen Shots
<p><b>Step 16:</b> The Cycle defaults to "1". You do not need to change this value.</p> <p>Comp Rate does not change for the existing appointment.</p> <p>The Compensation Rate will be multiplied by the time base fraction (derived from WTU's) to calculate the monthly salary rate.</p> <p>The monthly salary rate will display on the TF Contract Total tab.</p>	 <p>The screenshot shows the 'TF Contract Total' tab for employee Lynne Maldon (Person ID: 802726315). The 'Contract Status/Content' section displays CSU Contract #: 000000384, DeptID: 10171, and Contract Desc: Part Time Faculty, Fall 2010. The 'TF Contract Detail' section shows Position Nbr: 00022891 (Lecturer AY), Department: 10171 Music, Term: 2097, Cycle: 1, and a highlighted 'Comp Rate' of 3775.000000. The 'Total WTU' is 0.50000.</p>
<p><b>Step 17:</b> Identify whether the appointment is an Early Term or Late Start. The appropriate values for this field are:</p> <ul style="list-style-type: none"> <li>- E – Early</li> <li>- L – Late</li> <li>- N – None</li> </ul> <p>If an Early Term or Late Start is entered, you must also enter the Academic Days Paid.</p> <p>The Academic Days Paid identifies how many working days the employee should be paid for.</p>	 <p>This screenshot is identical to the one above, but the 'Late Start?' field is highlighted in yellow and set to 'N', and the 'Academic Days Paid' field is empty. The 'Comp Rate' is no longer highlighted.</p>

Processing Steps	Screen Shots
<p><b>Step 18: Skip Total WTU</b> Do not enter any information into the Total WTU field.</p> <p>The total WTU will auto update based upon the courses entered on the TF Contract Courses tab.</p>	
<p><b>Step 19:</b> Comments will not be utilized at CSUF.</p> <p>Now, continue processing by adding course information to the contract.</p>	

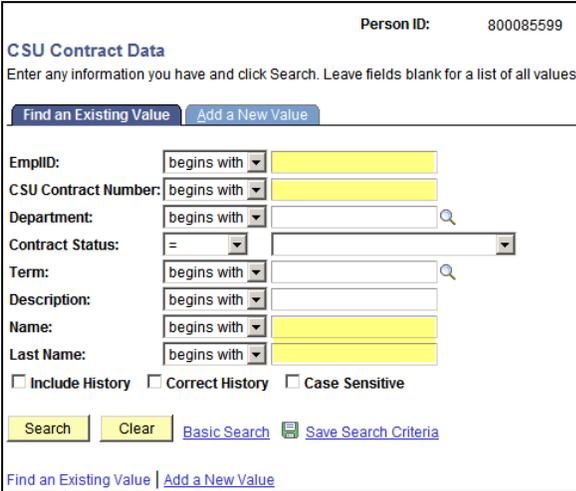
To continue processing, refer to the TF Contract Courses tab located on page 15 of the TF Processing Guide.

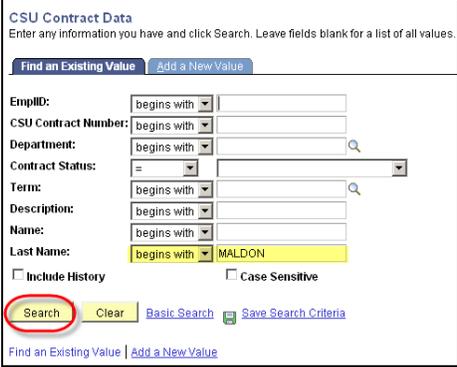
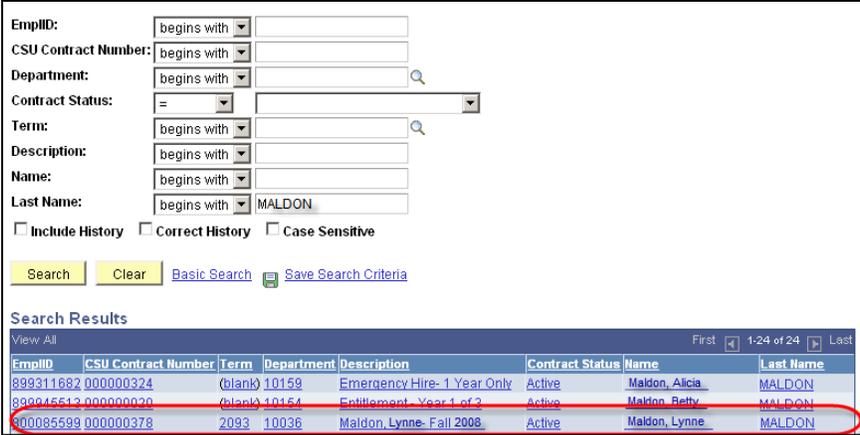
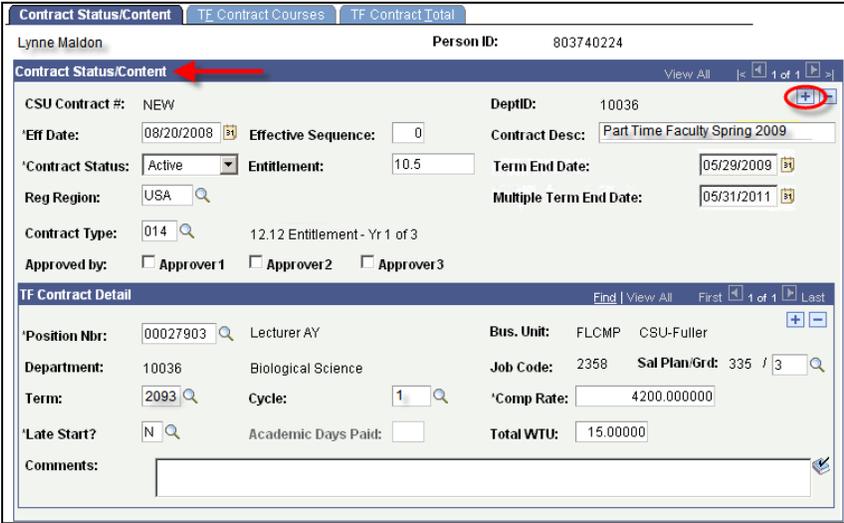
### 3.0 Time base Change

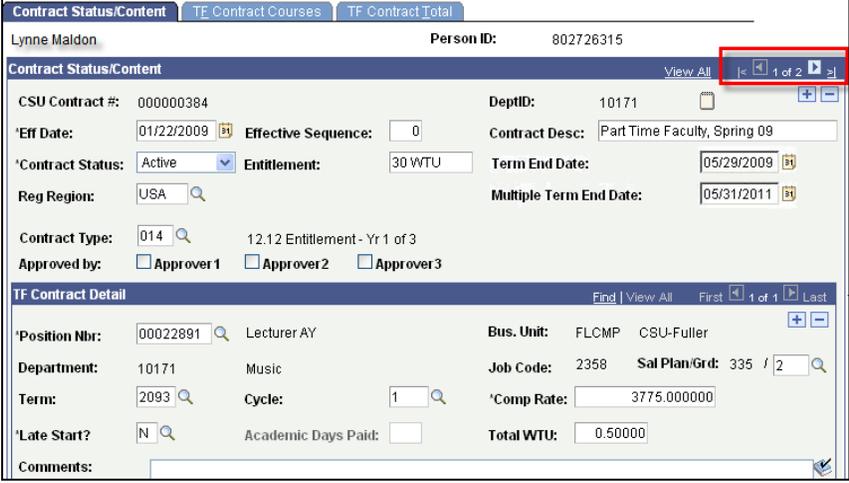
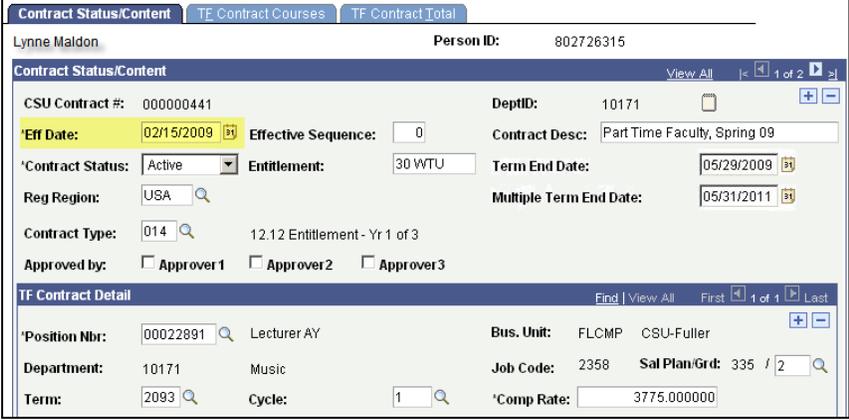
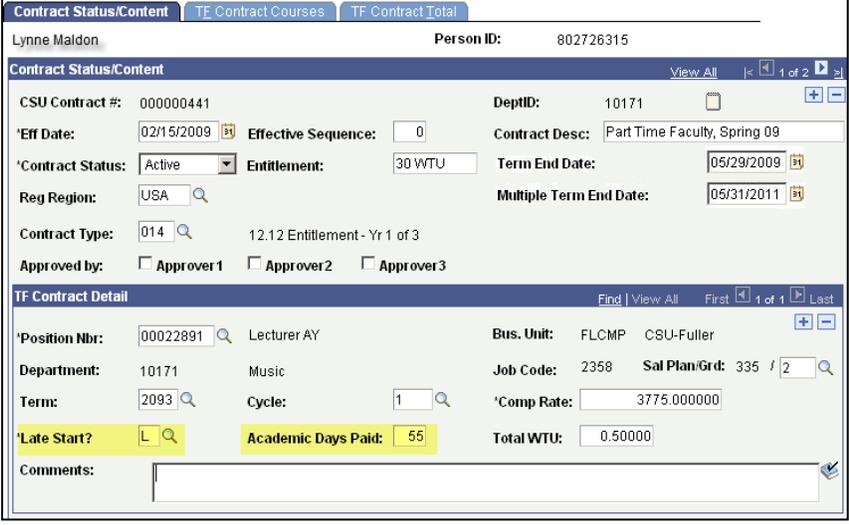


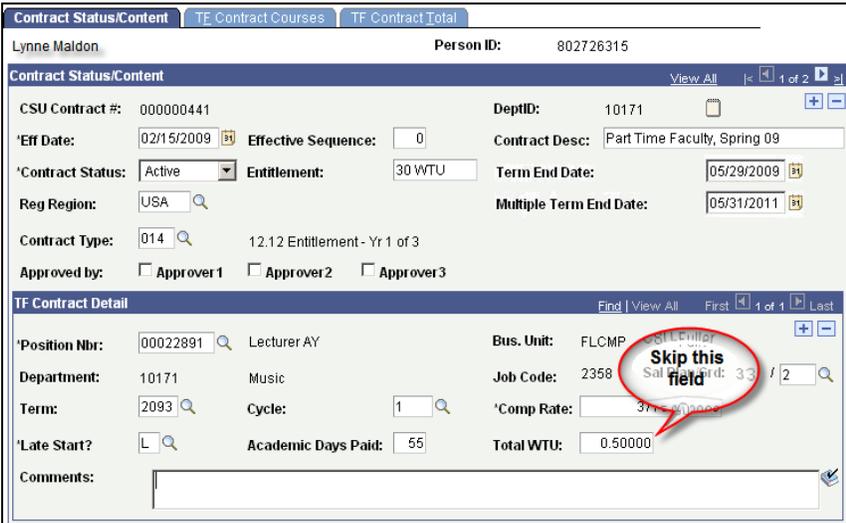
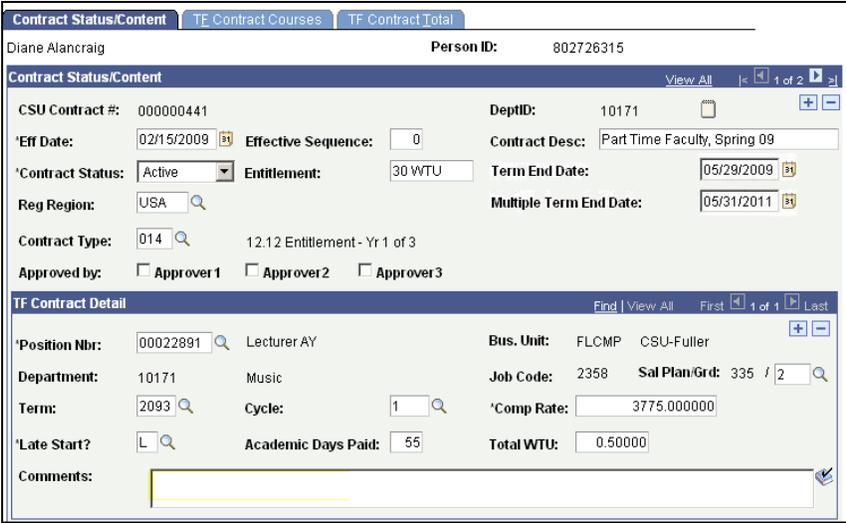
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

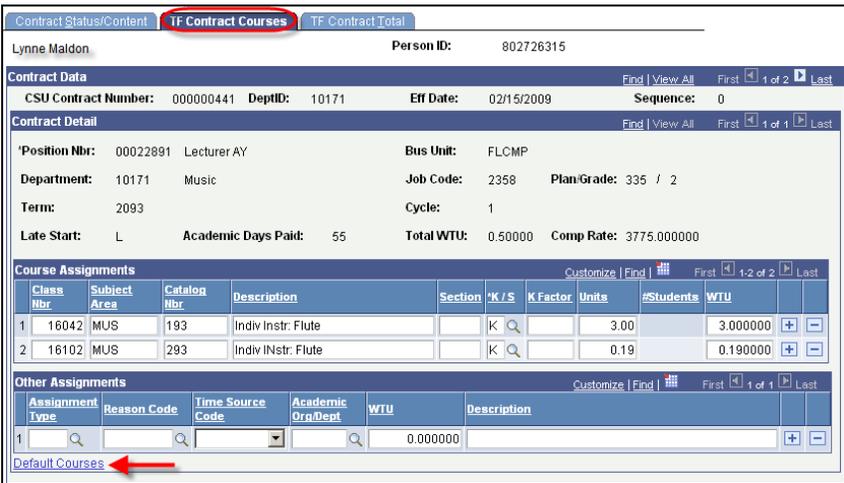
A **Time base Change** is processed for appointments where a change in WTU is made to the appointment (either up or down) effective after the start of the term. This process is only used for a true time base change. Processors should only complete the time base change after the class schedule has been modified. Contact your Class Scheduling coordinator to make modifications to the class schedule.

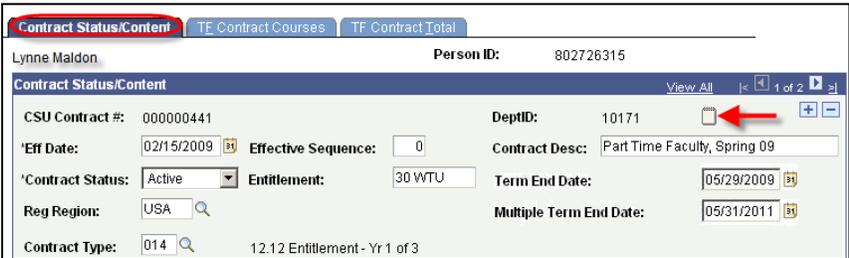
Processing Steps	Screen Shots
<p><b>Step 1:</b> Navigate to the correct page: <a href="#">Main Menu</a> &gt; <a href="#">CSU Temp Faculty</a> &gt; <a href="#">CSU Contract Data</a>.</p> <p> You can navigate from either the menu or folder.</p>	 <p>The screenshot shows the Oracle PeopleSoft interface. At the top, the 'ORACLE' logo is visible. Below it, there's a 'Favorites' section with 'Main Menu' highlighted. A 'Search Menu' box is present. The main 'Menu' area is expanded, showing a list of folders and links. 'CSU Temp Faculty' is highlighted in a red box, and its sub-menu is open, with 'CSU Contract Data' also highlighted in a red box. Other items in the menu include CSUF HR, Fullerton SA Customization, Self Service, Manager Self Service, Global Payroll &amp; Absence Mgmt, Reporting Tools, PeopleTools, Change My Password, and My System Profile.</p>
<p><b>Step 2:</b> Once you have selected <a href="#">CSU Contract Data</a> you will be prompted to "Find an Existing Value".</p> <p>Using the search criteria, search for the person or contract number.</p> <p>It is recommended you search using one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>- EmplID (CWID)</li> <li>- Name (Last Name, First),</li> <li>- Last Name</li> </ul>	 <p>The screenshot shows the 'CSU Contract Data' search form. At the top right, 'Person ID: 800085599' is displayed. Below the title, there's a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The search criteria fields are filled with 'begins with' and a yellow box: EmplID, CSU Contract Number, Department, Term, Description, Name, and Last Name. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.</p>

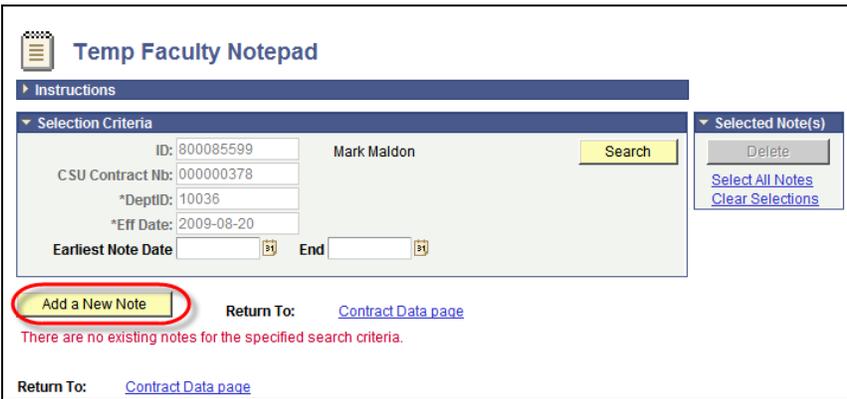
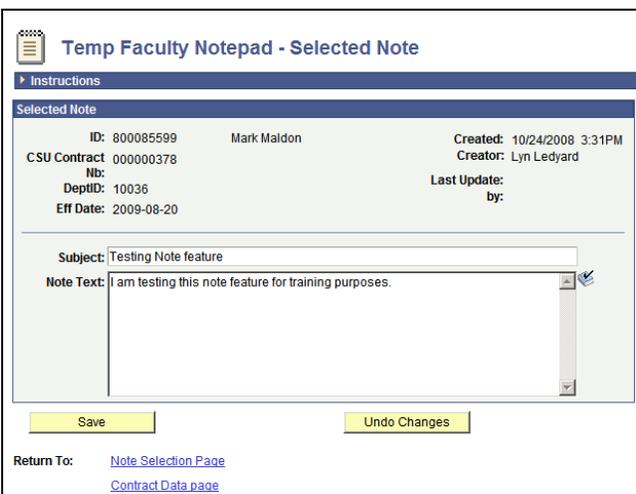
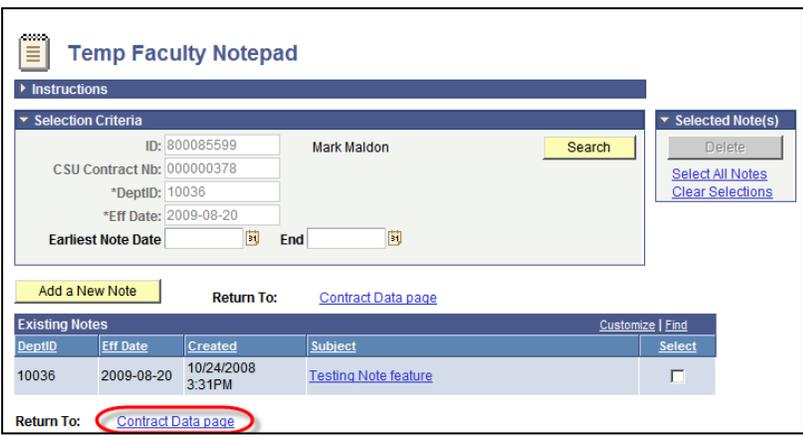
Processing Steps	Screen Shots																																
<p><b>Step 3:</b> Once the appropriate criteria have been entered, click <b>Search</b>.</p>	 <p>CSU Contract Data Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>EmpID: begins with [ ]          CSU Contract Number: begins with [ ]          Department: begins with [ ]          Contract Status: = [ ]          Term: begins with [ ]          Description: begins with [ ]          Name: begins with [ ]          Last Name: begins with MALDON</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>																																
<p><b>Step 4:</b> Results will appear on the page.</p> <p>Next, click on the appropriate CSU Contract Number.</p>	 <p>EmpID: begins with [ ]          CSU Contract Number: begins with [ ]          Department: begins with [ ]          Contract Status: = [ ]          Term: begins with [ ]          Description: begins with [ ]          Name: begins with [ ]          Last Name: begins with MALDON</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-24 of 24 Last</p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>CSU Contract Number</th> <th>Term</th> <th>Department</th> <th>Description</th> <th>Contract Status</th> <th>Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>899311682</td> <td>000000324</td> <td>(blank)</td> <td>10159</td> <td>Emergency Hire- 1 Year Only</td> <td>Active</td> <td>Maldon, Alicia</td> <td>MALDON</td> </tr> <tr> <td>800045613</td> <td>000000020</td> <td>(blank)</td> <td>10164</td> <td>Entitlement - Year 1 of 3</td> <td>Active</td> <td>Maldon, Refy</td> <td>MALDON</td> </tr> <tr> <td>800085599</td> <td>000000378</td> <td>2093</td> <td>10036</td> <td>Maldon Lynne- Fall 2008</td> <td>Active</td> <td>Maldon, Lynne</td> <td>MALDON</td> </tr> </tbody> </table>	EmpID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name	899311682	000000324	(blank)	10159	Emergency Hire- 1 Year Only	Active	Maldon, Alicia	MALDON	800045613	000000020	(blank)	10164	Entitlement - Year 1 of 3	Active	Maldon, Refy	MALDON	800085599	000000378	2093	10036	Maldon Lynne- Fall 2008	Active	Maldon, Lynne	MALDON
EmpID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name																										
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800085599	000000378	2093	10036	Maldon Lynne- Fall 2008	Active	Maldon, Lynne	MALDON																										
<p><b>Step 5:</b> Make sure that the current active Contract Status Content row is displayed by double checking the term. You should be on page 1.</p> <p>To update the time base, add a row by clicking the plus sign (+) button under the <b>Contract Status/Content</b> area.</p>	 <p>Contract Status/Content   TF Contract Courses   TF Contract Total</p> <p>Lynne Maldon Person ID: 803740224</p> <p>Contract Status/Content View All 1 of 1</p> <p>CSU Contract #: NEW DeptID: 10036 (+)</p> <p>Eff Date: 08/20/2008 Effective Sequence: 0 Contract Desc: Part Time Faculty Spring 2009</p> <p>Contract Status: Active Entitlement: 10.5 Term End Date: 05/29/2009</p> <p>Reg Region: USA Multiple Term End Date: 05/31/2011</p> <p>Contract Type: 014 12.12 Entitlement - Yr 1 of 3</p> <p>Approved by: Approver 1 Approver 2 Approver 3</p> <p>TF Contract Detail Find   View All First 1 of 1 Last</p> <p>Position Nbr: 00027903 Lecturer AY Bus. Unit: FLCMP CSU-Fuller (+)</p> <p>Department: 10036 Biological Science Job Code: 2358 Sal Plan/Grd: 335 / 3</p> <p>Term: 2093 Cycle: 1 Comp Rate: 4200.000000</p> <p>Late Start? N Academic Days Paid: Total WTU: 15.00000</p> <p>Comments:</p>																																

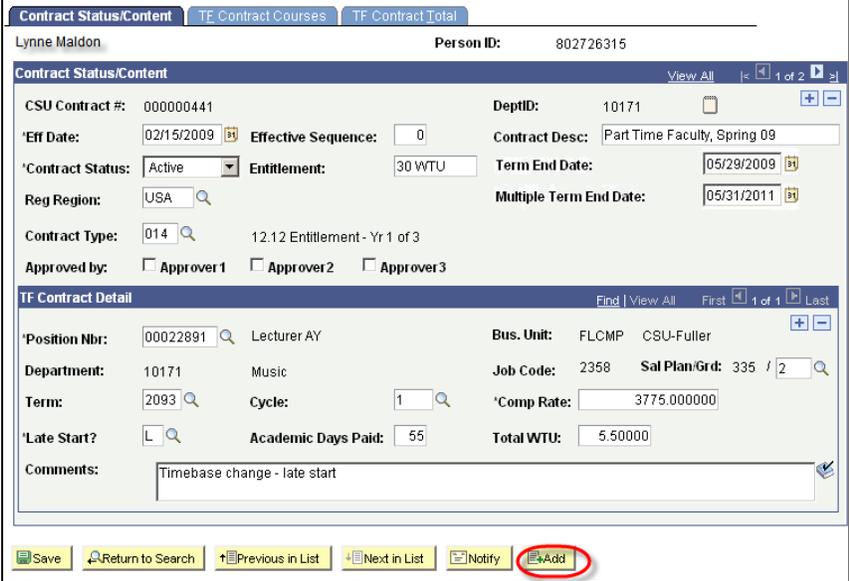
Processing Steps	Screen Shots
<p><b>Step 6:</b> A new Contract Status/Content page appears. Fields are populated based upon the previous screen.</p> <p> <i>Note: The CSU Contract # remains the same.</i></p> <p> Make sure you are on page 1 before updating Contract Status/Content.</p>	
<p><b>Step 7:</b> Next, override the following data: - Effective Date</p> <p> Effective Date = The date the time base should become effective.</p>	
<p><b>Step 8:</b> Select <b>Late Start</b>.</p> <p>The appropriate values for this field are: - L – Late</p> <p>If a Late Start is entered, you must also enter the Academic Days Paid.</p> <p>The Academic Days Paid identifies how many working days the employee should be paid at the new time base (WTU's). See "Days Remaining Table" on the FAR website.</p>	

Processing Steps	Screen Shots
<p><b>Step 9: Skip Total WTU</b> Do not change any information in the Total WTU field.</p> <p>The total WTU will auto update based upon the courses entered on the TF Contract Courses tab.</p>	 <p>The screenshot shows the 'TF Contract Total' form for Lynne Maldon (Person ID: 802726315). The 'Total WTU' field is set to 0.50000. A red circle highlights this field with a speech bubble containing the text 'Skip this field'. Other fields include CSU Contract #: 000000441, DeptID: 10171, Contract Desc: Part Time Faculty, Spring 09, and Entitlement: 30 WTU.</p>
<p><b>Step 10:</b> Skip the comments field.</p>	 <p>The screenshot shows the 'TF Contract Total' form for Diane Alancraig (Person ID: 802726315). The 'Comments' field at the bottom is highlighted with a yellow border. Other fields include CSU Contract #: 000000441, DeptID: 10171, Contract Desc: Part Time Faculty, Spring 09, and Entitlement: 30 WTU.</p>

Processing Steps	Screen Shots
<p><b>Step 11:</b> Click on the <b>TF Contract Courses</b> tab.</p> <p>Contract Details displayed on the page are view only. This information comes from the Contract Status/Content page.</p> <p>Click on the <b>Default Courses</b> link to update the courses for the individual.</p> <p> Adding or deleting rows of course data <b>WILL NOT</b> update Term Workload or the Schedule of Classes in Student Administration.</p> <p> Remember WTU's from this page will populate the Total WTU field on the Contract Status/Content page and TF Contract Total pages. <u>Update the Total WTU's field on the Contract Status/Content page if necessary.</u></p>	
<p><b>Step 12:</b> Click on the <b>TF Contract Total</b> tab.</p> <p>Review the information on the page.</p> <p>To update information on the page, you must return to the appropriate tab to update the data.</p>	
<p><b>Step 13:</b> By default, the Print column is checked. This box must be checked in order to print the contract.</p>	

Processing Steps	Screen Shots
<p><b>Step 13a:</b> The Letter Code field is used to determine the type of contract being used.</p> <p>To choose from a list of valid values, use the magnifying glass (  ). Then, select the appropriate code.</p> <p> <b>Values used:</b></p> <ul style="list-style-type: none"> <li>- PTF</li> <li>- GA</li> <li>- TA</li> <li>- LIB1 (Part-Time Librarian)</li> <li>- LIB2 (Part-Time Librarian)</li> </ul>	 
<p><b>Step 14:</b> Once the information has been verified for accuracy, click <b>Save</b>. This will save the information in PeopleSoft.</p>	
<p><b>Step 15:</b></p> <p> No changes may be made once the appointment has been saved.</p> <p>To make changes you must contact the Dean's office.</p> <p>Once an appointment has been saved the Notepad feature appears on the Contract Status/Content tab.</p>	

Processing Steps	Screen Shots										
<p><b>Step 15a: Optional</b></p> <p>The notepad allows processors to add a brief note or other information about the appointment.</p> <p>Click <b>Add a New Note</b> to add a new note to the appointment.</p>  <p><i>This information will not print on the appointment notice and should not contain confidential data.</i></p>	 <p>The screenshot shows the 'Temp Faculty Notepad' search interface. It includes a search criteria section with fields for ID (800085599), CSU Contract Nb (000000378), DeptID (10036), and Eff Date (2009-08-20). A search button is present. Below the search criteria, there is an 'Add a New Note' button circled in red. A 'Return To: Contract Data page' link is also visible. A message states: 'There are no existing notes for the specified search criteria.'</p>										
<p><b>Step 15b:</b></p> <p>Enter information into the subject and note text as necessary. Then, click <b>Save</b>.</p> <p>Each note will contain the name of the creator and the date/time the note was created.</p>	 <p>The screenshot shows the 'Temp Faculty Notepad - Selected Note' interface. It displays the note details: ID (800085599), CSU Contract Nb (000000378), DeptID (10036), Eff Date (2009-08-20), Subject (Testing Note feature), and Note Text (I am testing this note feature for training purposes.). It also shows the creator (Lyn Ledyard) and creation date (10/24/2008 3:31PM). There are 'Save' and 'Undo Changes' buttons at the bottom. A 'Return To: Note Selection Page' and 'Contract Data page' link is present.</p>										
<p><b>Step 15c:</b></p> <p>The note now appears under the Temp Faculty Notepad.</p> <p>To review a note, simply click on the note link.</p> <p>Otherwise, click the <b>Contract Data page</b> link to return to the Contract Data page.</p>	 <p>The screenshot shows the 'Temp Faculty Notepad' interface with a table of existing notes. The 'Add a New Note' button is circled in red. Below the search criteria, there is an 'Existing Notes' table with columns for DeptID, Eff Date, Created, Subject, and Select. A 'Return To: Contract Data page' link is circled in red at the bottom.</p> <table border="1" data-bbox="581 1644 1284 1724"> <thead> <tr> <th>DeptID</th> <th>Eff Date</th> <th>Created</th> <th>Subject</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>10036</td> <td>2009-08-20</td> <td>10/24/2008 3:31PM</td> <td>Testing Note feature</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	DeptID	Eff Date	Created	Subject	Select	10036	2009-08-20	10/24/2008 3:31PM	Testing Note feature	<input type="checkbox"/>
DeptID	Eff Date	Created	Subject	Select							
10036	2009-08-20	10/24/2008 3:31PM	Testing Note feature	<input type="checkbox"/>							

Processing Steps	Screen Shots
<p><b>Step 16:</b> To process additional appointments click the <b>Return to Search</b> button.</p> <p>Next, notify your 1<sup>st</sup> level approver that appointments are ready for review.</p> <p>The Faculty Payroll Report will be printed and processed by the college.</p> <p>Each college will notify processors when appointments can be printed.</p> <p> Appointment printing instructions are found under the section <i>Printing Appointments of the TF Processing Manual</i>.</p>	 <p>The screenshot displays the 'Contract Status/Content' page for a user named Lynne Maldon (Person ID: 802726315). It shows details for a contract with ID 000000441, effective date 02/15/2009, and status 'Active'. The 'TF Contract Detail' section shows position information for 'Lecturer AY' in the 'Music' department. At the bottom of the interface, a row of buttons includes 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Add'. The 'Add' button is highlighted with a red circle.</p>

## 4.0 Faculty Payroll Report

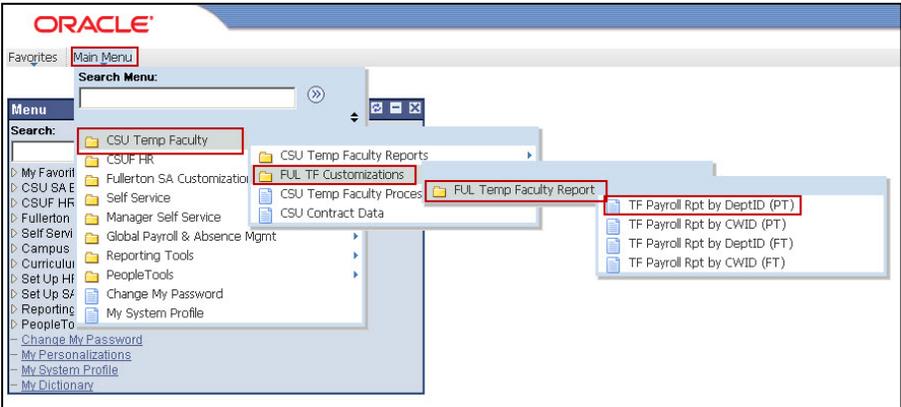
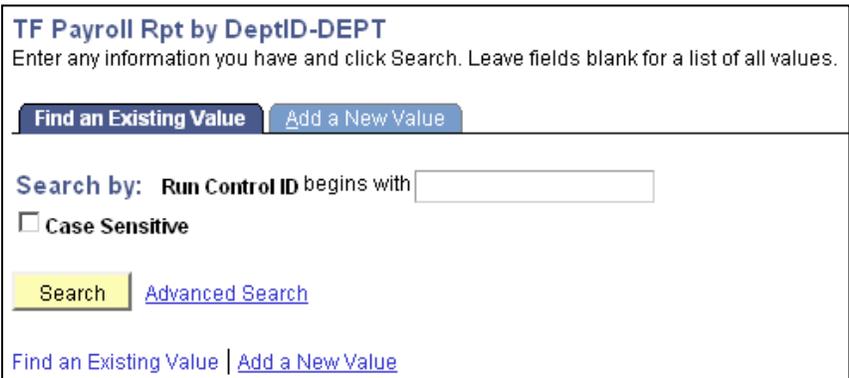


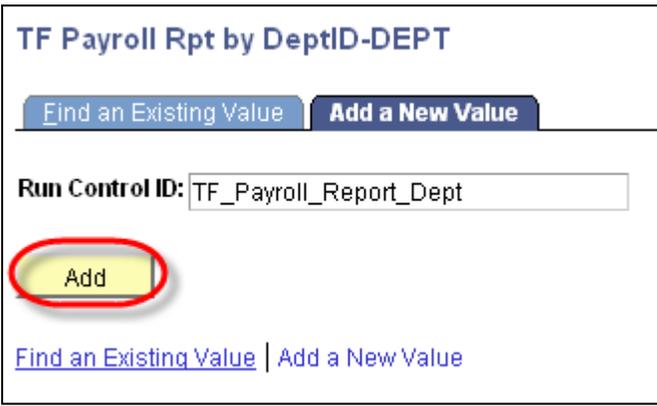
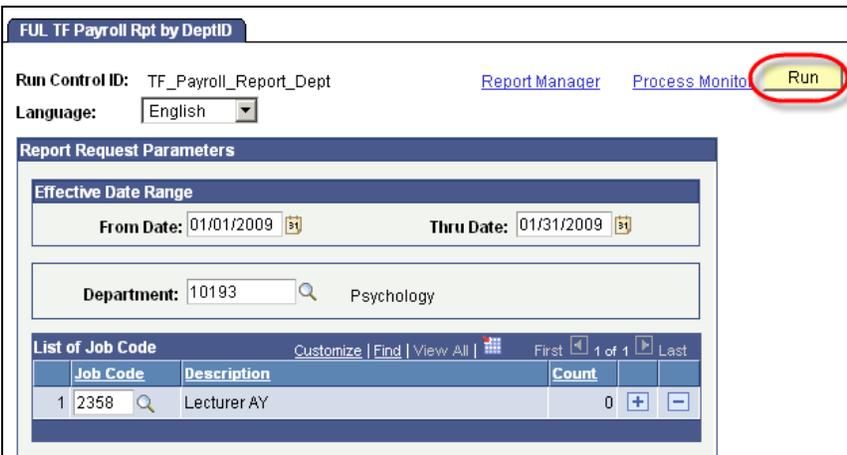
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

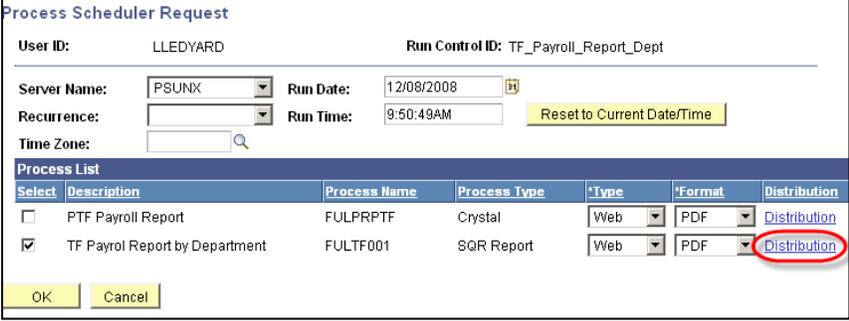
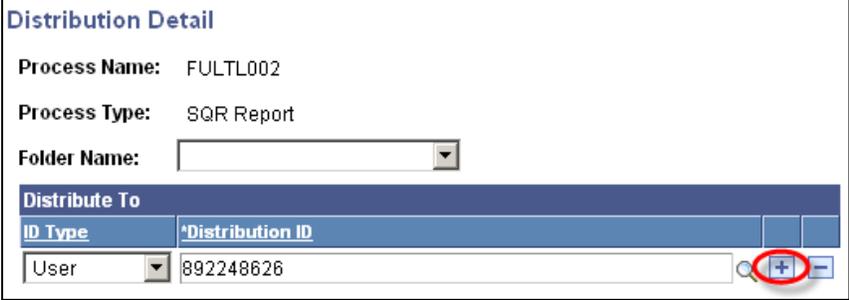
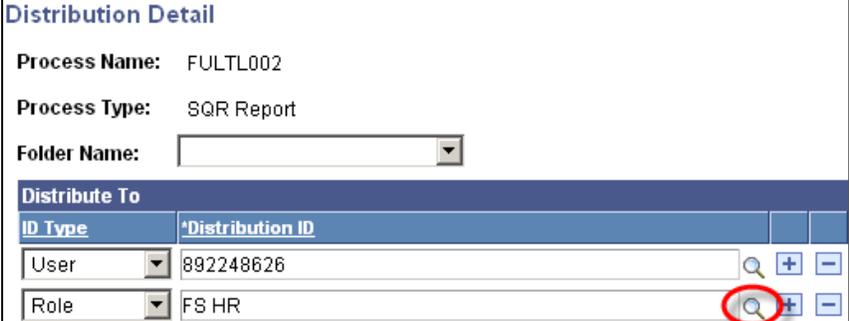
### 4.1 Faculty Payroll Report by Dept

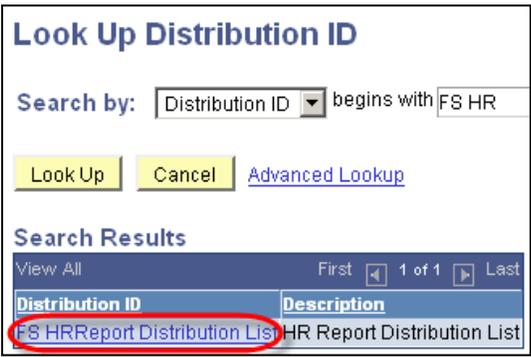
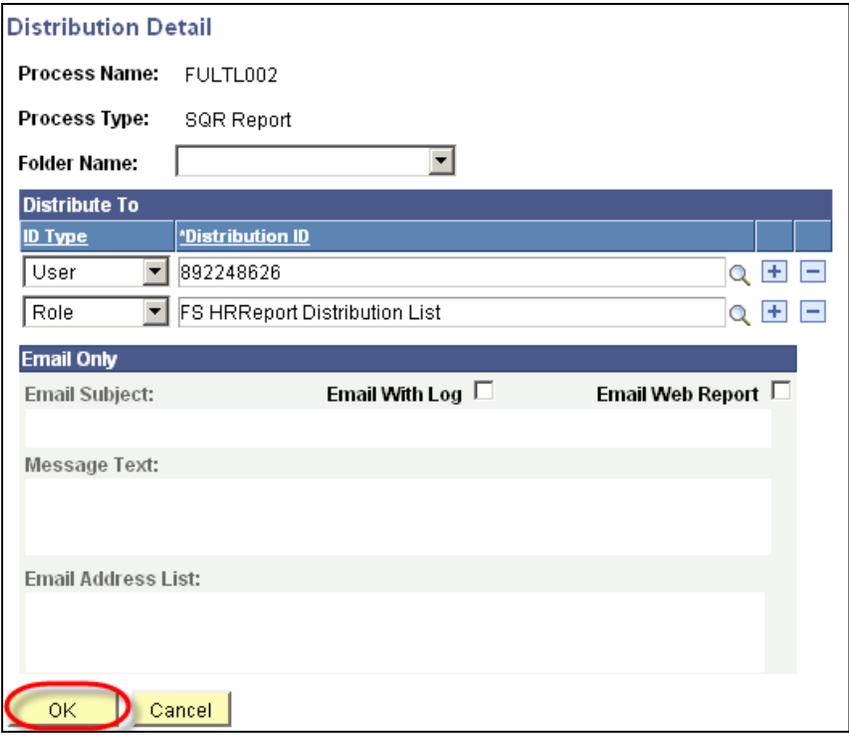
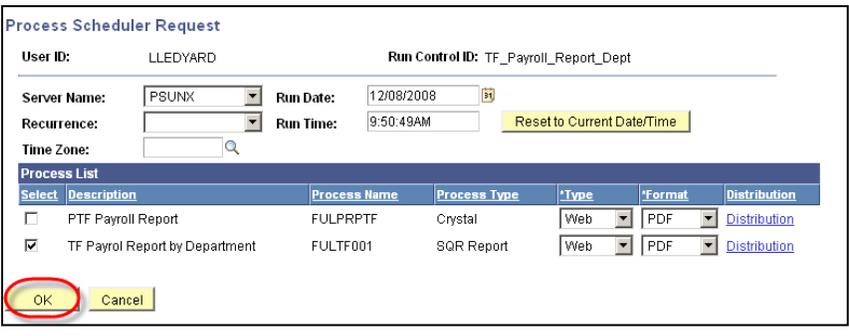
The **Temp Faculty Payroll Report** replaces the college/department process of submitting signed copies of lecturers, graduate assistants, teaching associate and instructional student assistant appointments to Payroll Services. This report is run at the college level. Once appointments are approved, the College will forward the Faculty Payroll Report to Payroll Services.

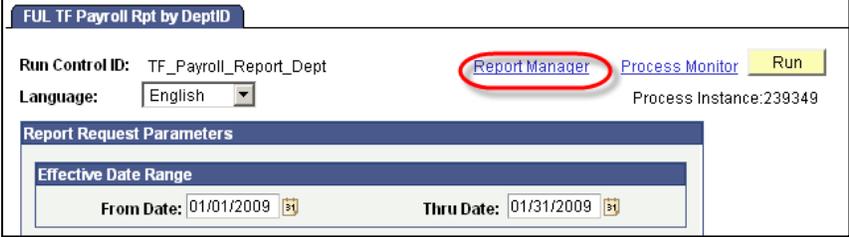
**Frequency:** Approvals will be ad hoc based upon frequency of temp faculty appointment/change in appointment transactions. Most of these transactions will occur at the beginning of each semester.

Processing Steps	Screen Shots
<p><b>Step 1:</b>                      Navigate to the correct page:  <a href="#">Main Menu</a> &gt; <a href="#">CSU Temp Faculty</a> &gt; <a href="#">FUL TF Customizations</a> &gt; <a href="#">FUL Temp Faculty Report</a> &gt; <a href="#">TF Payroll Rpt by DeptID (PT)</a></p> <p> <i>You can navigate from either the menu or folder.</i></p>	
<p><b>Step 2:</b>                      Once you have selected <b>Faculty Payroll Report by DeptID</b> you will need to enter a Run Control ID.</p> <p><b>Run Control ID</b> identifies specific run control settings for a particular report or process.</p> <p>A Run Control ID must exist in order to run a CMS report or process.</p> <p>Click <b>Search</b> to see what run controls you have available to you.</p> <p>If this is your first time running the report, click <b>Add a New Value</b>.</p>	

Processing Steps	Screen Shots						
<p><b>Step 3:</b> Enter <b>TF_Payroll_Report_Dept</b> in the Run Control ID box (or any other name you want to create).</p> <p>Click <b>Add</b>.</p>  <p>Blank spaces are not allowed in the run control id name, use an underscore instead.</p>	 <p><b>TF Payroll Rpt by DeptID-DEPT</b></p> <p>Find an Existing Value   Add a New Value</p> <p>Run Control ID: TF_Payroll_Report_Dept</p> <p>Add</p> <p>Find an Existing Value   Add a New Value</p>						
<p><b>Step 4:</b> The Faculty Payroll Report tab displays. If using a previous run control, clear all the fields before proceeding.</p> <p>You must complete all fields.</p> <ul style="list-style-type: none"> <li>• <b>From Date:</b> Enter the appropriate <u>effective date</u> from the CSU Contract Data information. PeopleSoft will run the Payroll Report for all transactions starting with this effective date.</li> <li>• <b>Thru Date:</b> Enter the processing end date. PeopleSoft will run the Payroll Report through this date for all transactions with this effective date.</li> <li>• <b>Department:</b> Enter the 5-digit department ID of the department you are going to run the report for and press the tab key.</li> <li>• <b>Job Code:</b> Enter the job code 2358 (lecturer), 2325 or 2355 (graduate assistant) or 2354 or 2353 or 2324 (teaching associate), or 1150, 1151, 1152, or 1153 (instructional student assistant). To run the report with additional job codes, use the plus sign button (  ).</li> </ul> <p>Once you have entered the required fields, click <b>Run</b>.</p>	 <p><b>FUL TF Payroll Rpt by DeptID</b></p> <p>Run Control ID: TF_Payroll_Report_Dept    Report Manager    Process Monitor    Run</p> <p>Language: English</p> <p><b>Report Request Parameters</b></p> <p><b>Effective Date Range</b></p> <p>From Date: 01/01/2009    Thru Date: 01/31/2009</p> <p>Department: 10193 Psychology</p> <p><b>List of Job Code</b>    Customize   Find   View All   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Job Code</th> <th>Description</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>1 2358</td> <td>Lecturer AY</td> <td>0</td> </tr> </tbody> </table>	Job Code	Description	Count	1 2358	Lecturer AY	0
Job Code	Description	Count					
1 2358	Lecturer AY	0					

Processing Steps	Screen Shots																					
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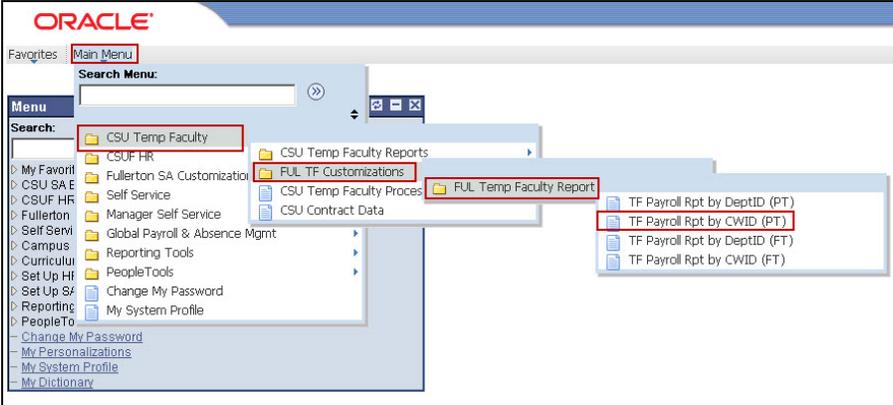
Processing Steps	Screen Shots
<p><b>Step 12:</b> Once you have initiated the process you can check the status and view the report generated by clicking <b>Report Manager</b>.</p>	
<p><b>Step 13:</b> If the report name does not appear as a hyperlink, the process has not finished. Click <b>Refresh</b> to update the status of the process. You may have to click this button several times before the process is Posted.</p> <p>When the status <b>Posted</b> appears next to the process you initiated, you can click the report name to access the report.</p>	
<p><b>Step 15:</b> The Faculty Payroll Report opens in a new window.</p> <p>Print this document, obtain the appropriate signatures and submit it to Payroll Services.</p> <p><i>You have successfully run a Faculty Payroll Report by Department.</i></p>	

## 4.2 Faculty Payroll Report by EmplID (CWID)

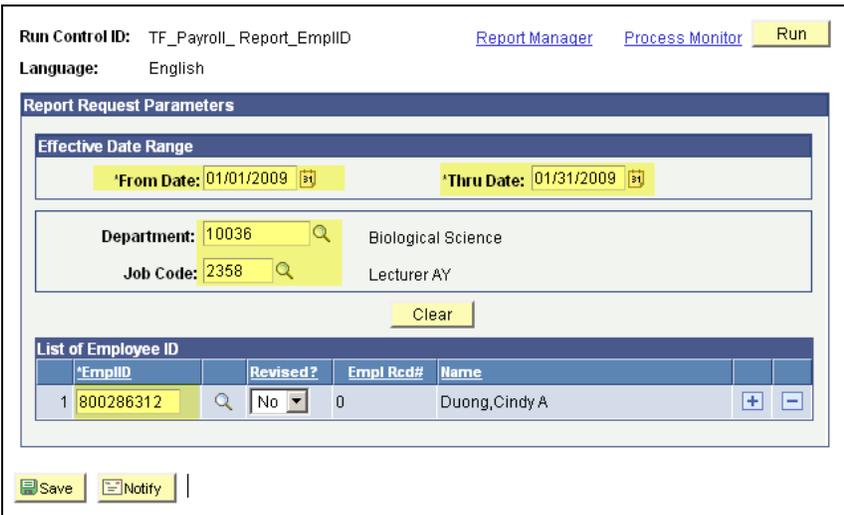
The **Temp Faculty Payroll Report** replaces the college/department process of submitting signed copies of lecturers, graduate assistants, teaching associates, and instructional student assistants appointments to Payroll Services.

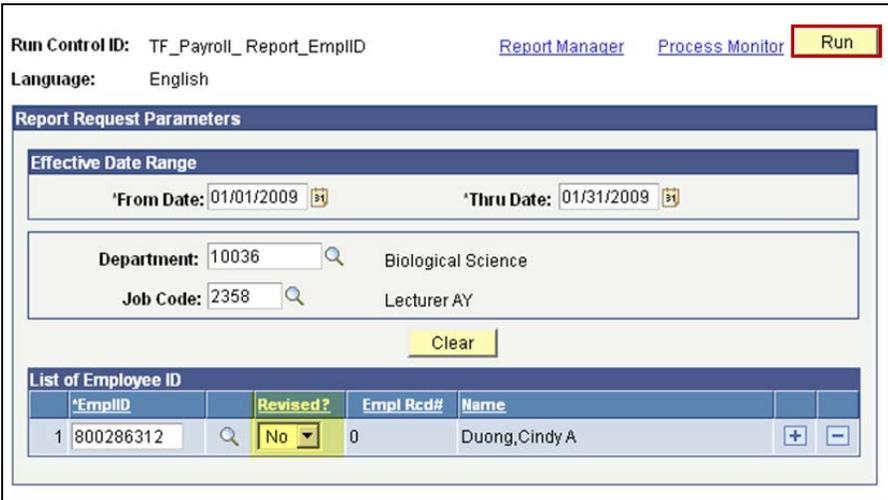
Access to run the Payroll Report by EmplID will depend upon Payroll processing dates. An email notification will be sent to processors each semester.

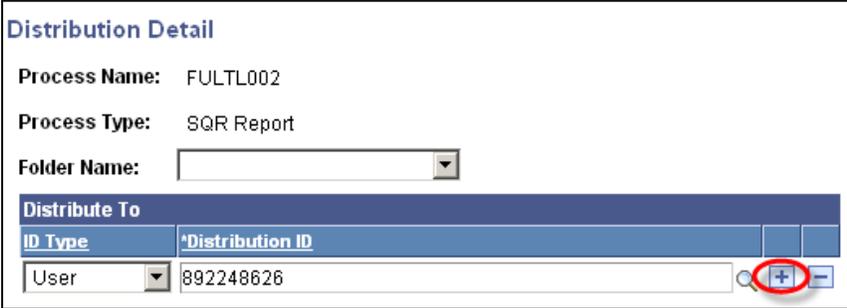
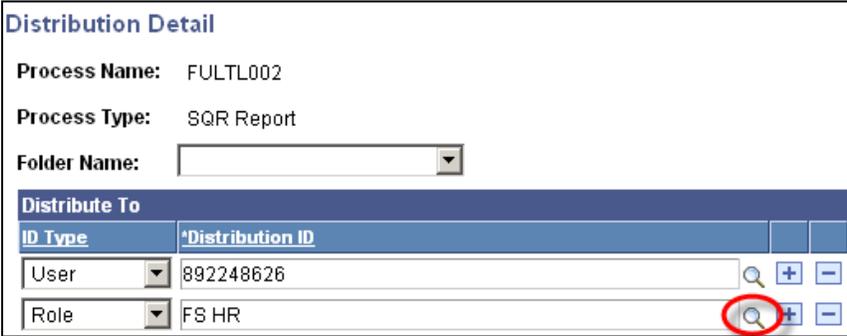
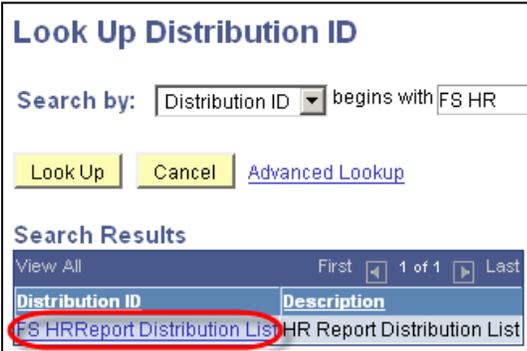
**Frequency:** Approvals will be ad hoc based upon frequency of temp faculty appointment/change in appointment transactions. Most of these transactions will occur at the beginning of each semester.

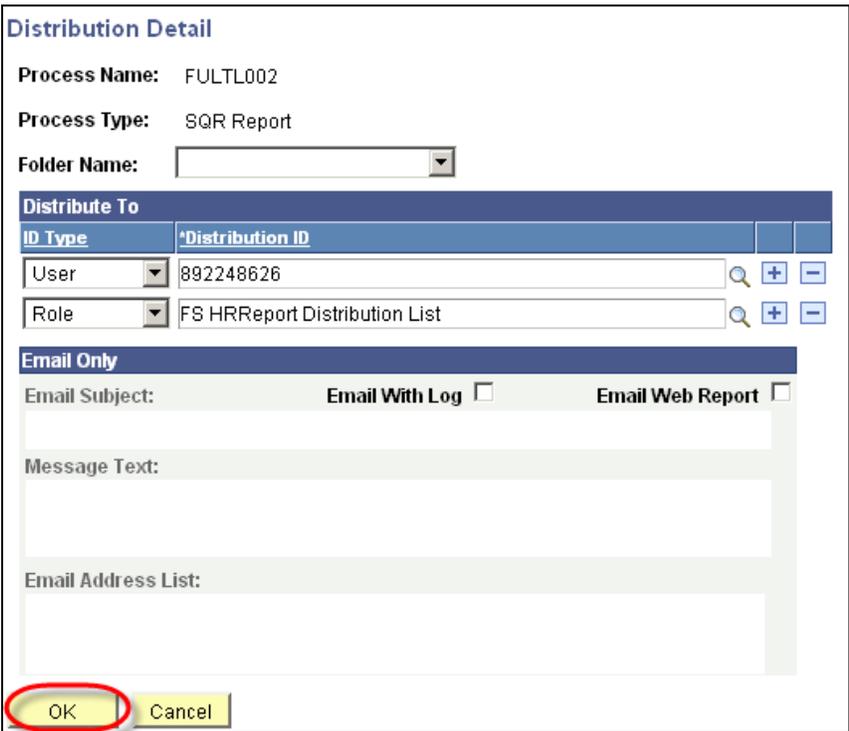
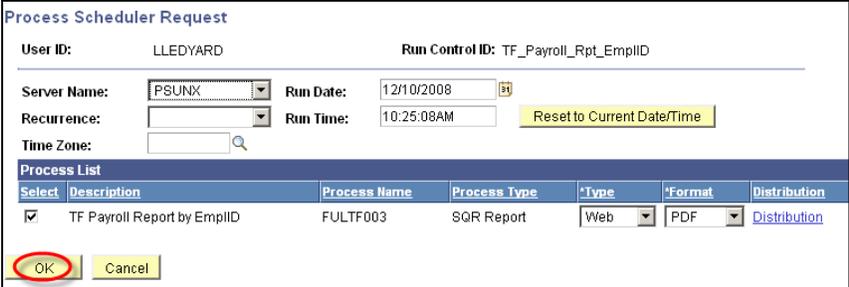
Processing Steps	Screen Shots
<p><b>Step 1:</b> Navigate to the correct page: <a href="#">Home</a> &gt; <a href="#">CSU Temp Faculty</a> &gt; <a href="#">FUL TF Customizations</a> &gt; <a href="#">FUL Temp Faculty Report</a> &gt; <a href="#">TF Payroll Rpt by CWID (PT)</a></p> <p> You can navigate from either the menu or folder.</p>	
<p><b>Step 2:</b> Once you have selected <b>Faculty Payroll Report by EmplID</b> you will need to enter a Run Control ID.</p> <p><b>Run Control ID</b> identifies specific run control settings for a particular report or process.</p> <p>A Run Control ID must exist in order to run a CMS report or process.</p> <p>Click <b>Search</b> to see what run controls you have available to you.</p> <p>If this is your first time running the report, click <b>Add a New Value</b>.</p>	

Processing Steps	Screen Shots
<p><b>Step 3:</b> Enter <b>TF_Payroll_Report_EmplID</b> in the Run Control ID box (or any other name you wish to use for this run control ID).</p> <p>Click <b>Add</b>.</p>	

Processing Steps	Screen Shots														
<p><b>Step 4:</b> You must click on the <b>Clear</b> button before completing all <b>bold</b> fields.</p> <ul style="list-style-type: none"> <li>• <b>From Date:</b> Enter the appropriate <u>effective date</u> from the CSU Contract Data information. PeopleSoft will run the Payroll Report for all transactions starting with this effective date.</li> <li>• <b>Thru Date:</b> Enter the date of the latest appointment start date. PeopleSoft will run the Payroll Report through this date for all transactions within this effective date.</li> <li>• <b>Department:</b> Enter the 5-digit department ID of the department you are going to run the report for and press the tab key.</li> <li>• <b>Job Code:</b> Enter the job code 2358 (part-time lecturer), 2325 or 2355 (graduate assistant) or 2354, 2353, 2324 (teaching associate) or 1150, 1151, 1152, 1153 (instructional student assistant). To run the report with additional job codes use the plus sign button (  ).</li> <li>• <b>EmplID:</b> Select the EmplID of the employee you are going to run the report for by clicking the magnifying glass icon (  ) to choose from an available list of EmplIDs. To add or remove EmplIDs click the plus (  ) or minus (  ) button.</li> </ul>	 <p>Run Control ID: TF_Payroll_Report_EmplID <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></p> <p>Language: English</p> <p><b>Report Request Parameters</b></p> <p><b>Effective Date Range</b></p> <p>*From Date: 01/01/2009 <input type="button" value="BT"/> *Thru Date: 01/31/2009 <input type="button" value="BT"/></p> <p>Department: 10036 <input type="button" value="Q"/> Biological Science</p> <p>Job Code: 2358 <input type="button" value="Q"/> Lecturer AY</p> <p><input type="button" value="Clear"/></p> <p><b>List of Employee ID</b></p> <table border="1"> <thead> <tr> <th></th> <th>*EmplID</th> <th>Revised?</th> <th>Empl Rcd#</th> <th>Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800286312 <input type="button" value="Q"/></td> <td>No <input type="button" value="D"/></td> <td>0</td> <td>Duong, Cindy A</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p>		*EmplID	Revised?	Empl Rcd#	Name			1	800286312 <input type="button" value="Q"/>	No <input type="button" value="D"/>	0	Duong, Cindy A	<input type="button" value="+"/>	<input type="button" value="-"/>
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Processing Steps	Screen Shots																									
<p><b>Step 4a:</b> When you click on the lookup icon (🔍) next to EmpID, a list of faculty who meet the criteria appears.</p> <p>Click <b>Select</b> next to the faculty for whom you wish to print the TF Payroll Report.</p>	 <p><b>Lookup Employee ID</b></p> <p>SetID: FLCMP          Department: 10036          Job Code: 2358          From Date: 01/01/2012          Thru Date: 07/19/2012</p> <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>Emp ID</th> <th>Empl Rcd#</th> <th>Name</th> <th>Effective Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1 800307795</td> <td>0</td> <td>Menvielle, Maryanne E</td> <td>01/19/2009</td> <td>Select</td> </tr> <tr> <td>2 800721458</td> <td>1</td> <td>Anduri, Megan E</td> <td>01/19/2009</td> <td>Select</td> </tr> <tr> <td>3 800286312</td> <td>9</td> <td>Duong, Cindy A</td> <td>01/19/2009</td> <td>Select</td> </tr> <tr> <td>4 801404740</td> <td>0</td> <td>Tran, Tung The</td> <td>01/19/2009</td> <td>Select</td> </tr> </tbody> </table>	Emp ID	Empl Rcd#	Name	Effective Date	Select	1 800307795	0	Menvielle, Maryanne E	01/19/2009	Select	2 800721458	1	Anduri, Megan E	01/19/2009	Select	3 800286312	9	Duong, Cindy A	01/19/2009	Select	4 801404740	0	Tran, Tung The	01/19/2009	Select
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<p><b>Step 12:</b> Once you have initiated the process a process instance number will appear.</p> <p>You can check the status and view the report generated by clicking <b>Report Manager</b>.</p>	

Processing Steps	Screen Shots																														
<p><b>Step 13:</b> If the report name does not appear as a hyperlink, the process has not finished. Click <b>Refresh</b> to update the status of the process. You may have to click this button several times before the process is Posted.</p> <p>When the status <b>Posted</b> appears next to the process you initiated, you can click the report name to access the report.</p>	 <p>The screenshot shows the 'Administration' tab with a 'View Reports For' section containing search filters for User ID (LLEDYARD), Type, Last (1 Days), Status, Folder, Instance, and to. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. One report is listed: Report ID 109395, Prcs Instance 239374, Description 'TF Payroll Report by EmplID', Request Date/Time 12/10/2008 10:27:22AM, Format Acrobat (*.pdf), Status 'Posted', and a 'Details' link. The 'Description' and 'Status' cells are highlighted with red boxes.</p>																														
<p><b>Step 15:</b> The Faculty Payroll Report appears.</p> <p>Print this document, obtain the appropriate signatures and submit it to Payroll Services..</p> <p>You have successfully run a Faculty Payroll Report by EMPLID.</p>	 <p>The screenshot shows the 'Faculty Payroll Report by Department' for Biological Science. It includes the Cal State Fullerton logo and contact information. Report details include: Department: 10036 Biological Science, Agency: 242, Reporting Unit: 157, Job Code: 2358 Lecturer AY, and Run Date Time: 12/15/2008 11:37:29 AM. A table lists employee information:</p> <table border="1"> <thead> <tr> <th>Employee Name</th> <th>Empl ID</th> <th>Rel</th> <th>SSN</th> <th>Action/Reason</th> <th>CMS Position</th> <th>SCO Position</th> <th>Appt. Start DT</th> <th>Appt. End DT</th> <th>Appt. Dur</th> <th>Timebase</th> <th>Range</th> <th>Salary</th> <th>Dept Code</th> <th>School Code</th> </tr> </thead> <tbody> <tr> <td>Maldon, Lynne</td> <td>800286312</td> <td>0</td> <td>532-57-4527</td> <td>DTA/APT</td> <td>00023015</td> <td>242-157-2358-001</td> <td>01/19/2009</td> <td>05/31/2009</td> <td>S1</td> <td>3/5</td> <td>2</td> <td>\$3879</td> <td>146</td> <td>66</td> </tr> </tbody> </table> <p>At the bottom, there is a signature line and a date field: Signature : _____ Date : MM/DD/YYYY. The page number 'Page 1 of 1' is in the bottom right corner.</p>	Employee Name	Empl ID	Rel	SSN	Action/Reason	CMS Position	SCO Position	Appt. Start DT	Appt. End DT	Appt. Dur	Timebase	Range	Salary	Dept Code	School Code	Maldon, Lynne	800286312	0	532-57-4527	DTA/APT	00023015	242-157-2358-001	01/19/2009	05/31/2009	S1	3/5	2	\$3879	146	66
Employee Name	Empl ID	Rel	SSN	Action/Reason	CMS Position	SCO Position	Appt. Start DT	Appt. End DT	Appt. Dur	Timebase	Range	Salary	Dept Code	School Code																	
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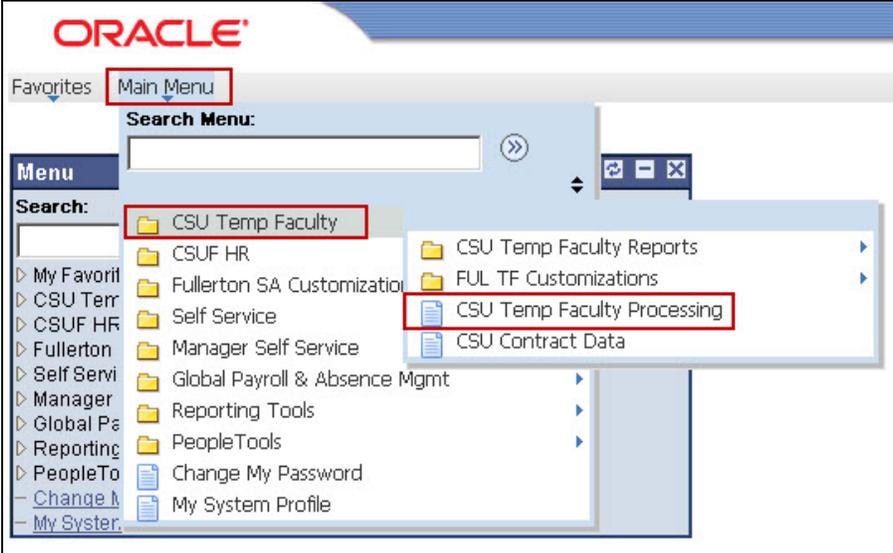
## 5.0 Appointment Approval

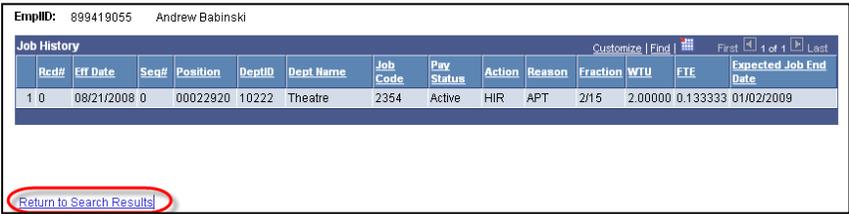
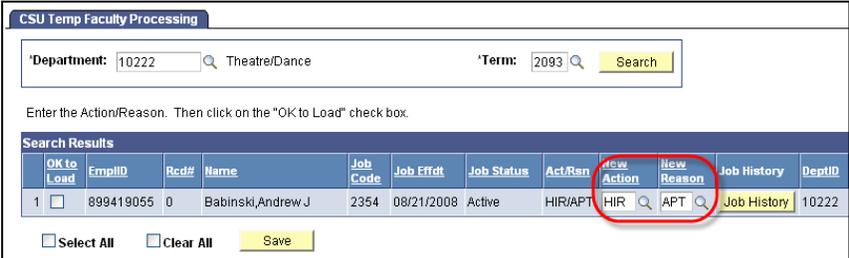


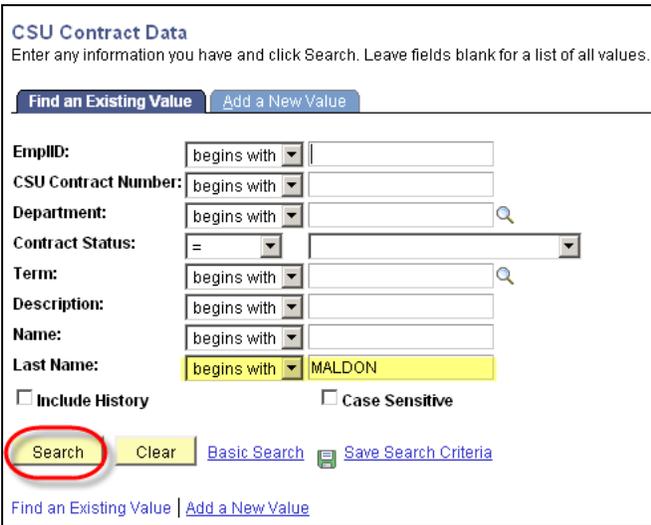
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

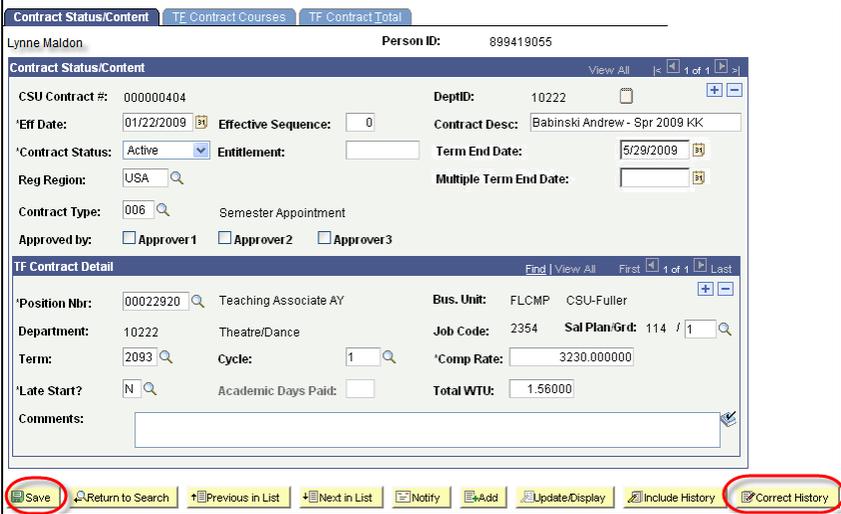
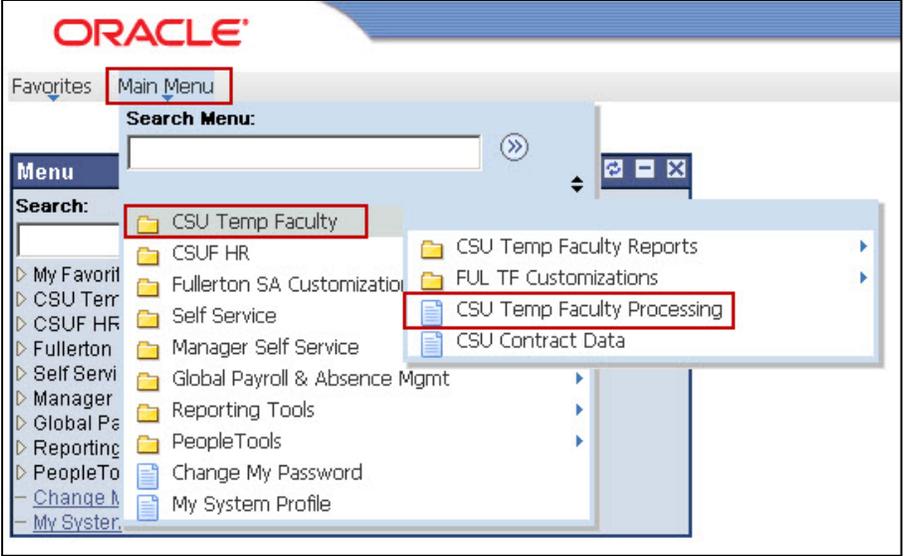
The **Temp Faculty Approval** process is required to generate the appointment for lecturers, graduate assistants, teaching associates, and instructional student assistants. Once a department has processed an appointment or job data change, information will be displayed on an approval page for a specific department and term. The processor must notify the 1<sup>st</sup> level approver via email that the appointment is ready for approval.

**Frequency:** Approvals will be ad hoc based upon frequency of temp faculty appointment/change in appointment transactions. Most of these transactions will occur at the beginning of each semester.

Processing Steps	Screen Shots
<p><b>Step 1:</b> Navigate to the correct page: <a href="#">Main Menu &gt; CSU Temp Faculty &gt; CSU Temp Faculty Processing</a>.</p> <p> You can navigate from either the menu or folder.</p>	
<p><b>Step 2:</b> The CSU Temp Faculty Processing page appears.</p> <p>Enter the Department ID number and Term, or use the magnifying glass () to receive a list of valid values.</p> <p>Then, click <b>Search</b>.</p>	

Processing Steps	Screen Shots																												
<p><b>Step 3:</b> The active CSU Contract Data rows for the specified Department and Term will appear.</p> <p>Verify all the data on the approval page.</p>  Confirm that all fields are correct based on the previous term information.	 <p>The screenshot shows the 'Search Results' table with the following data:</p> <table border="1"> <thead> <tr> <th>OK to Load</th> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Job Code</th> <th>Job Effdt</th> <th>Job Status</th> <th>Act/Rsn</th> <th>New Action</th> <th>New Reason</th> <th>Job History</th> <th>DeptID</th> <th>Contract#</th> <th>Contract Effdt</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>899419055</td> <td>0</td> <td>Babinski,Andrew J</td> <td>2354</td> <td>08/21/2008</td> <td>Active</td> <td>HIR/APT</td> <td></td> <td></td> <td><a href="#">Job History</a></td> <td>10222</td> <td>00000404</td> <td>01/22/2009</td> </tr> </tbody> </table>	OK to Load	EmpID	Rcd#	Name	Job Code	Job Effdt	Job Status	Act/Rsn	New Action	New Reason	Job History	DeptID	Contract#	Contract Effdt	<input type="checkbox"/>	899419055	0	Babinski,Andrew J	2354	08/21/2008	Active	HIR/APT			<a href="#">Job History</a>	10222	00000404	01/22/2009
OK to Load	EmpID	Rcd#	Name	Job Code	Job Effdt	Job Status	Act/Rsn	New Action	New Reason	Job History	DeptID	Contract#	Contract Effdt																
<input type="checkbox"/>	899419055	0	Babinski,Andrew J	2354	08/21/2008	Active	HIR/APT			<a href="#">Job History</a>	10222	00000404	01/22/2009																
<p><b>Step 4:</b> To review job history information, click <b>Job History</b>.</p> <p>Previous Job History information will appear.</p> <p>Select <b>Return to Search Results</b> to return to the approval page.</p>	 <p>The screenshot shows the 'Job History' table for Andrew Babinski with the following data:</p> <table border="1"> <thead> <tr> <th>Rcd#</th> <th>Eff Date</th> <th>Seq#</th> <th>Position</th> <th>DeptID</th> <th>Dept Name</th> <th>Job Code</th> <th>Pay Status</th> <th>Action</th> <th>Reason</th> <th>Fraction</th> <th>WTU</th> <th>FTE</th> <th>Expected Job End Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/21/2008</td> <td>0</td> <td>00022920</td> <td>10222</td> <td>Theatre</td> <td>2354</td> <td>Active</td> <td>HIR</td> <td>APT</td> <td>2/15</td> <td>2.00000</td> <td>0.1333333</td> <td>01/02/2009</td> </tr> </tbody> </table> <p>A red circle highlights the 'Return to Search Results' link at the bottom left of the screenshot.</p>	Rcd#	Eff Date	Seq#	Position	DeptID	Dept Name	Job Code	Pay Status	Action	Reason	Fraction	WTU	FTE	Expected Job End Date	1	08/21/2008	0	00022920	10222	Theatre	2354	Active	HIR	APT	2/15	2.00000	0.1333333	01/02/2009
Rcd#	Eff Date	Seq#	Position	DeptID	Dept Name	Job Code	Pay Status	Action	Reason	Fraction	WTU	FTE	Expected Job End Date																
1	08/21/2008	0	00022920	10222	Theatre	2354	Active	HIR	APT	2/15	2.00000	0.1333333	01/02/2009																
<p><b>Step 5:</b> Next, enter the appropriate New Action and New Reason code.</p> <p>Use the magnifying glass (  ) to look up the valid values for the New Action, and New Reason fields.</p>	 <p>The screenshot shows the 'Search Results' table with the following data:</p> <table border="1"> <thead> <tr> <th>OK to Load</th> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Job Code</th> <th>Job Effdt</th> <th>Job Status</th> <th>Act/Rsn</th> <th>New Action</th> <th>New Reason</th> <th>Job History</th> <th>DeptID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>899419055</td> <td>0</td> <td>Babinski,Andrew J</td> <td>2354</td> <td>08/21/2008</td> <td>Active</td> <td>HIR/APT</td> <td>HIR</td> <td>APT</td> <td><a href="#">Job History</a></td> <td>10222</td> </tr> </tbody> </table> <p>Red circles highlight the magnifying glass icons over the 'New Action' and 'New Reason' columns in the table.</p>	OK to Load	EmpID	Rcd#	Name	Job Code	Job Effdt	Job Status	Act/Rsn	New Action	New Reason	Job History	DeptID	<input type="checkbox"/>	899419055	0	Babinski,Andrew J	2354	08/21/2008	Active	HIR/APT	HIR	APT	<a href="#">Job History</a>	10222				
OK to Load	EmpID	Rcd#	Name	Job Code	Job Effdt	Job Status	Act/Rsn	New Action	New Reason	Job History	DeptID																		
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<p><b>Step 6:</b> When the appointments are ready for approval, select the box under the "Okay to Load" column.</p> <p>Then click <b>Save</b>.</p> <p>To continue processing, send the Faculty Payroll Report to Payroll.</p>	 <p>The screenshot shows the 'Search Results' table with the following data:</p> <table border="1"> <thead> <tr> <th>OK to Load</th> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Job Code</th> <th>Job Effdt</th> <th>Job Status</th> <th>Act/Rsn</th> <th>New Action</th> <th>New Reason</th> <th>Job History</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>899419055</td> <td>0</td> <td>Babinski,Andrew J</td> <td>2354</td> <td>08/21/2008</td> <td>Active</td> <td>HIR/APT</td> <td>HIR</td> <td>APT</td> <td><a href="#">Job History</a></td> </tr> </tbody> </table> <p>Red circles highlight the checked 'OK to Load' checkbox and the 'Save' button at the bottom of the screenshot.</p>	OK to Load	EmpID	Rcd#	Name	Job Code	Job Effdt	Job Status	Act/Rsn	New Action	New Reason	Job History	<input checked="" type="checkbox"/>	899419055	0	Babinski,Andrew J	2354	08/21/2008	Active	HIR/APT	HIR	APT	<a href="#">Job History</a>						
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Processing Steps	Screen Shots
<p><b>Step 7: (If necessary)</b>                      If any CSU Contract Data is incorrect, changes can be made by the college approver.</p> <p>Navigate to:  <a href="#">Main Menu</a> &gt; <a href="#">CSU Temp Faculty</a> &gt; <a href="#">CSU Contract Data</a></p>	
<p><b>Step 7a:</b>                      Enter the appropriate criteria to retrieve the correct CSU Contract Number.</p>	

Processing Steps	Screen Shots
<p><b>Step 7b:</b> Next, select <b>Correct History</b> and update the appropriate fields on any of the Contract tabs.</p> <p>Then click <b>Save</b>.</p>	
<p><b>Step 7c:</b> Return to <a href="#">Main Menu &gt; CSU Temp Faculty &gt; CSU Temp Faculty Processing</a> to approve the updated contract data by following steps 2-6.</p>	

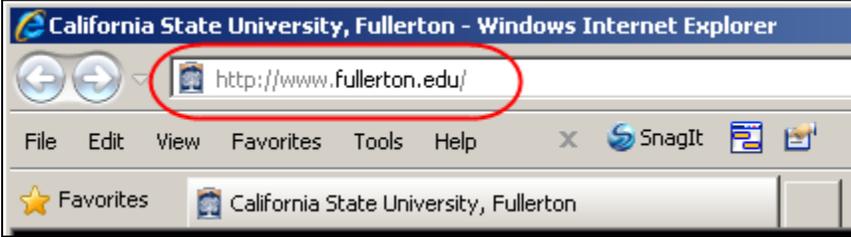
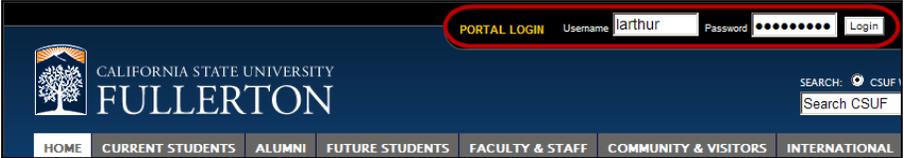
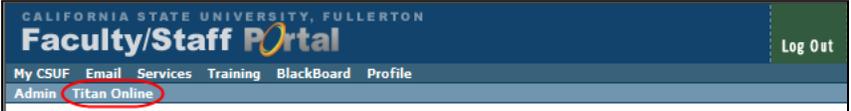
**Next Steps:** Send the Faculty Payroll Report to Payroll.

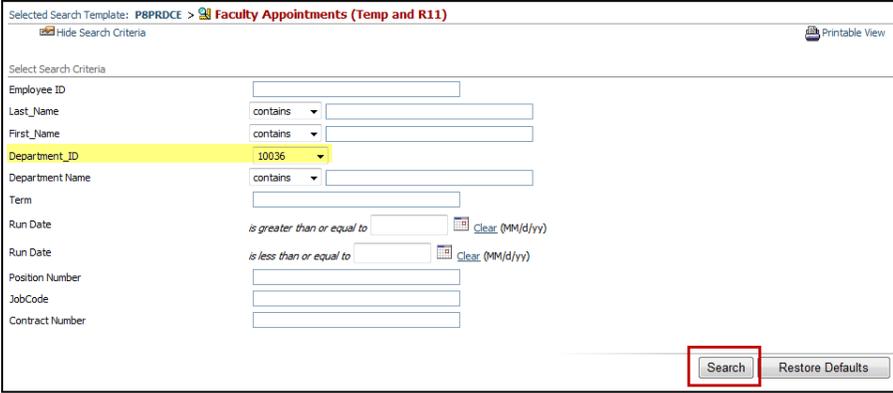
## 6.0 Printing Appointment Notice

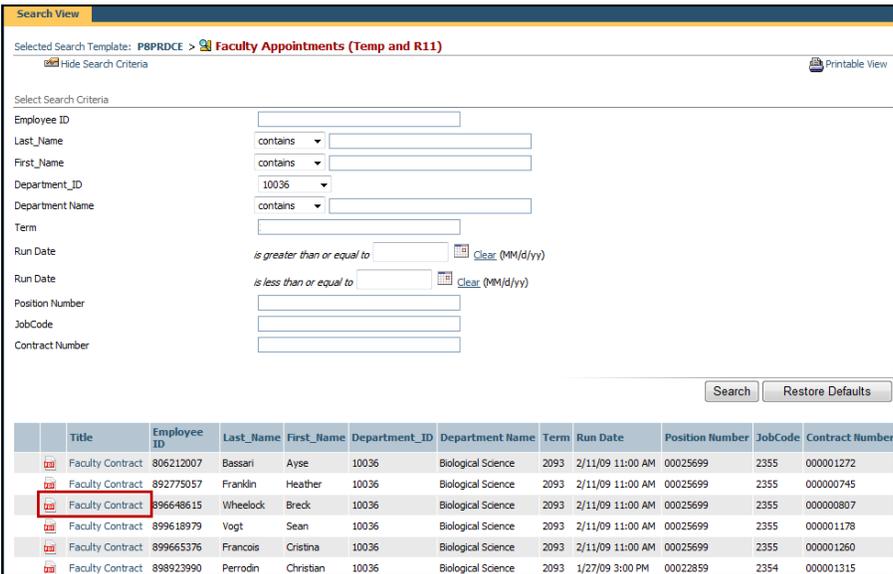
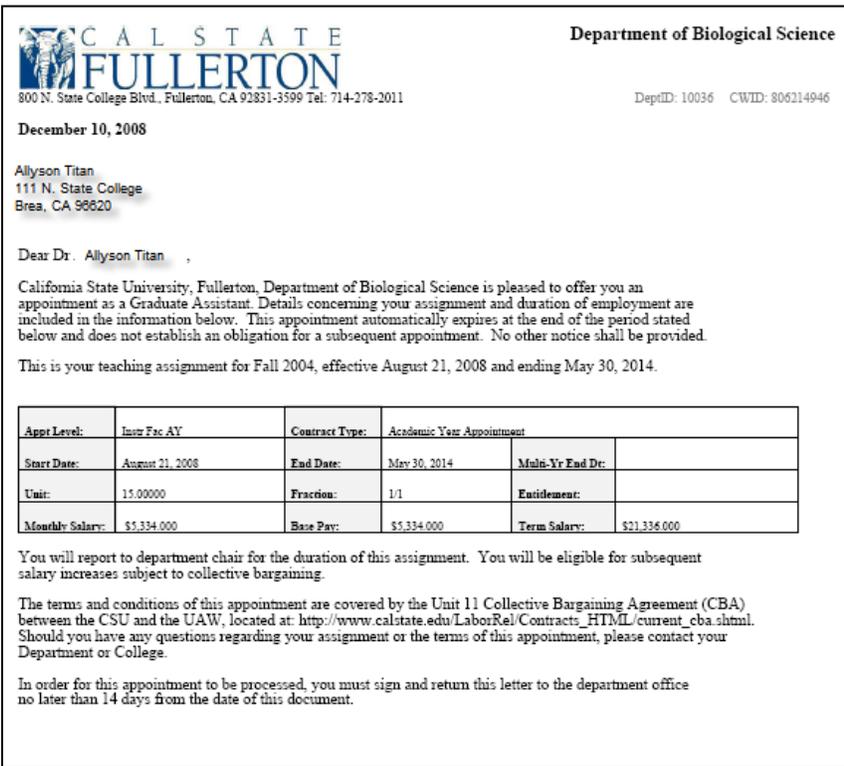


To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

Department processors will be notified by their college when appointment notices are available for printing. Appointment notices can only be retrieved through the e-content tab by logging into the campus portal. Access to appointment notices will be based upon a user's department security in the PeopleSoft system.

Processing Steps	Screen Shots
<p><b>Step 1:</b> Open your internet browser (i.e. Internet Explorer, Safari, Firefox, etc) and go to <a href="http://www.fullerton.edu">http://www.fullerton.edu</a>.</p>	
<p><b>Step 2:</b> Under Portal Login, enter your campus username and password.  Click the <b>Login</b> button.</p>	
<p><b>Step 3:</b> Click on the <b>Titan Online</b> tab.</p>	
<p><b>Step 4:</b> Select <b>My Workplace</b>.</p>	

Processing Steps	Screen Shots
<p><b>Step 5:</b> Select <b>Faculty Appointments</b>.</p>	 <p>The screenshot shows the 'My Workplace' navigation menu on the left side of the interface. The 'Faculty Appointments' option is highlighted with a red rectangular box. Other menu items include Financial Reports, eForms - Human Resources, IT Access Request Process Admin, IT Access Request Form, HR Reports, and My Work.</p>
<p><b>Step 6:</b> Select the <b>Faculty Appointments (Temp and R11)</b> link.</p>	 <p>The screenshot shows the 'Search Faculty Contracts' page. Under the 'Search Faculty Contracts' heading, there are two links. The link 'Faculty Appointments (Temp and R11)' is highlighted with a red rectangular box. Below it, the text 'Temp Faculty and R11 Appointments' is visible.</p>
<p><b>Step 7:</b> The Faculty Appointments (Temp and R11) search page opens in a new window.</p> <p>Enter search criteria to narrow down the appointments that will appear on the page.</p> <p>You may use any combination of the search criteria to narrow down the search results; however, it is recommended to either enter the EmplID (CWID) or Department ID.</p> <p>Then, click <b>Search</b>.</p>	 <p>The screenshot shows a search criteria form titled 'Selected Search Template: PBPRDCE &gt; Faculty Appointments (Temp and R11)'. The 'Department_ID' field is highlighted in yellow and contains the value '10036'. At the bottom right of the form, the 'Search' button is highlighted with a red rectangular box. Other fields include Employee ID, Last Name, First Name, Department Name, Term, Run Date, Position Number, Job Code, and Contract Number.</p>

Processing Steps	Screen Shots																																																																																				
<p><b>Step 8:</b> The Faculty Contract PDF file(s) will appear.</p> <p>Each PDF file contains 1 appointment per EmplID.</p> <p>Select the appropriate Faculty Contract by viewing the latest Run Date and Time field.</p> <p> You may click on the PDF icon (  ) or the Faculty Contract link to retrieve the appointment.</p>	 <p>The screenshot shows a search interface with the following search criteria:</p> <ul style="list-style-type: none"> <li>Employee ID: [ ]</li> <li>Last_Name: contains [ ]</li> <li>First_Name: contains [ ]</li> <li>Department_ID: 10036</li> <li>Department Name: contains [ ]</li> <li>Term: [ ]</li> <li>Run Date: is greater than or equal to [ ] Clear (MM/d/yy)</li> <li>Run Date: is less than or equal to [ ] Clear (MM/d/yy)</li> <li>Position Number: [ ]</li> <li>JobCode: [ ]</li> <li>Contract Number: [ ]</li> </ul> <p>The search results table is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Title</th> <th>Employee ID</th> <th>Last_Name</th> <th>First_Name</th> <th>Department_ID</th> <th>Department Name</th> <th>Term</th> <th>Run Date</th> <th>Position Number</th> <th>JobCode</th> <th>Contract Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>Faculty Contract</td> <td>806212007</td> <td>Bassari</td> <td>Ayse</td> <td>10036</td> <td>Biological Science</td> <td>2093</td> <td>2/11/09 11:00 AM</td> <td>00025699</td> <td>2355</td> <td>000001272</td> </tr> <tr> <td></td> <td>Faculty Contract</td> <td>892775057</td> <td>Franklin</td> <td>Heather</td> <td>10036</td> <td>Biological Science</td> <td>2093</td> <td>2/11/09 11:00 AM</td> <td>00025699</td> <td>2355</td> <td>000000745</td> </tr> <tr> <td></td> <td>Faculty Contract</td> <td>896648615</td> <td>Whelock</td> <td>Breck</td> <td>10036</td> <td>Biological Science</td> <td>2093</td> <td>2/11/09 11:00 AM</td> <td>00025699</td> <td>2355</td> <td>000000807</td> </tr> <tr> <td></td> <td>Faculty Contract</td> <td>899618979</td> <td>Vogt</td> <td>Sean</td> <td>10036</td> <td>Biological Science</td> <td>2093</td> <td>2/11/09 11:00 AM</td> <td>00025699</td> <td>2355</td> <td>000001178</td> </tr> <tr> <td></td> <td>Faculty Contract</td> <td>899665376</td> <td>Francois</td> <td>Cristina</td> <td>10036</td> <td>Biological Science</td> <td>2093</td> <td>2/11/09 11:00 AM</td> <td>00025699</td> <td>2355</td> <td>000001260</td> </tr> <tr> <td></td> <td>Faculty Contract</td> <td>898923990</td> <td>Perrodin</td> <td>Christian</td> <td>10036</td> <td>Biological Science</td> <td>2093</td> <td>1/27/09 3:00 PM</td> <td>00022859</td> <td>2354</td> <td>000001315</td> </tr> </tbody> </table>		Title	Employee ID	Last_Name	First_Name	Department_ID	Department Name	Term	Run Date	Position Number	JobCode	Contract Number		Faculty Contract	806212007	Bassari	Ayse	10036	Biological Science	2093	2/11/09 11:00 AM	00025699	2355	000001272		Faculty Contract	892775057	Franklin	Heather	10036	Biological Science	2093	2/11/09 11:00 AM	00025699	2355	000000745		Faculty Contract	896648615	Whelock	Breck	10036	Biological Science	2093	2/11/09 11:00 AM	00025699	2355	000000807		Faculty Contract	899618979	Vogt	Sean	10036	Biological Science	2093	2/11/09 11:00 AM	00025699	2355	000001178		Faculty Contract	899665376	Francois	Cristina	10036	Biological Science	2093	2/11/09 11:00 AM	00025699	2355	000001260		Faculty Contract	898923990	Perrodin	Christian	10036	Biological Science	2093	1/27/09 3:00 PM	00022859	2354	000001315
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	Faculty Contract	899665376	Francois	Cristina	10036	Biological Science	2093	2/11/09 11:00 AM	00025699	2355	000001260																																																																										
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<p><b>Step 9:</b> The appointment notice will open in Adobe Reader.</p> <p> Appointment notices will be available via My Workplace for approximately 48 months (2 years).</p>	 <p>The screenshot shows an appointment notice letter with the following details:</p> <ul style="list-style-type: none"> <li><b>Department of Biological Science</b></li> <li>800 N. State College Blvd., Fullerton, CA 92831-3599 Tel: 714-278-2011</li> <li>DeptID: 10036 CWID: 806214946</li> <li><b>December 10, 2008</b></li> <li>Allyson Titan 111 N. State College Brea, CA 92620</li> <li>Dear Dr. Allyson Titan,</li> <li>California State University, Fullerton, Department of Biological Science is pleased to offer you an appointment as a Graduate Assistant. Details concerning your assignment and duration of employment are included in the information below. This appointment automatically expires at the end of the period stated below and does not establish an obligation for a subsequent appointment. No other notice shall be provided.</li> <li>This is your teaching assignment for Fall 2004, effective August 21, 2008 and ending May 30, 2014.</li> </ul> <table border="1"> <thead> <tr> <th>Appt Level:</th> <td>Instr Fac AY</td> <th>Contract Type:</th> <td>Academic Year Appointment</td> </tr> </thead> <tbody> <tr> <td>Start Date:</td> <td>August 21, 2008</td> <td>End Date:</td> <td>May 30, 2014</td> </tr> <tr> <td>Unit:</td> <td>15.00000</td> <td>Fraction:</td> <td>1/1</td> </tr> <tr> <td>Monthly Salary:</td> <td>\$5,334.000</td> <td>Base Pay:</td> <td>\$5,334.000</td> </tr> <tr> <td></td> <td></td> <td>Term Salary:</td> <td>\$21,336.000</td> </tr> </tbody> </table> <p>You will report to department chair for the duration of this assignment. You will be eligible for subsequent salary increases subject to collective bargaining.</p> <p>The terms and conditions of this appointment are covered by the Unit 11 Collective Bargaining Agreement (CBA) between the CSU and the UAW, located at: <a href="http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml">http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml</a>. Should you have any questions regarding your assignment or the terms of this appointment, please contact your Department or College.</p> <p>In order for this appointment to be processed, you must sign and return this letter to the department office no later than 14 days from the date of this document.</p>	Appt Level:	Instr Fac AY	Contract Type:	Academic Year Appointment	Start Date:	August 21, 2008	End Date:	May 30, 2014	Unit:	15.00000	Fraction:	1/1	Monthly Salary:	\$5,334.000	Base Pay:	\$5,334.000			Term Salary:	\$21,336.000																																																																
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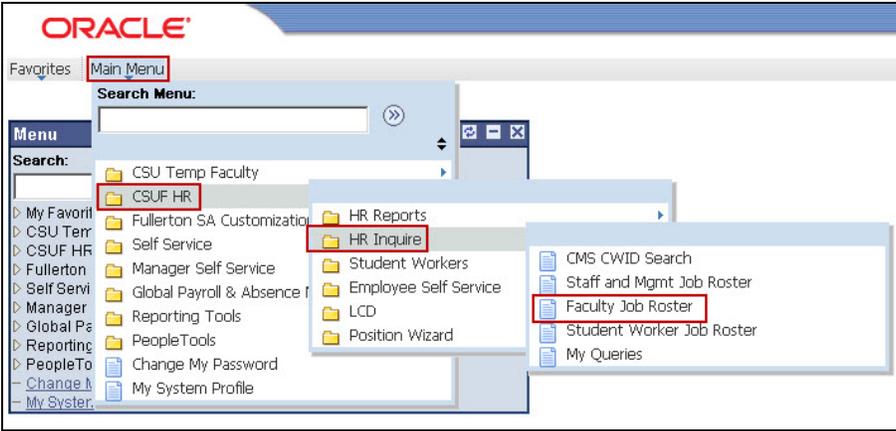
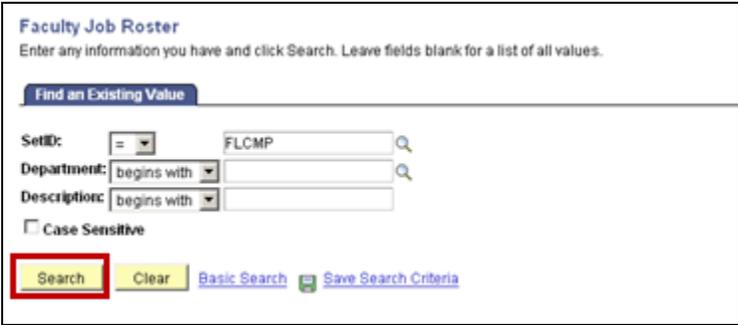
## 7.0 Faculty Job Roster



To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

The **Faculty Job Roster** was developed to allow departments to view employment information for their employees. The Faculty Job Roster displays all active faculty in a given department. Separated lecturers will continue to display on the roster for 30 days after their separation date. Once beyond 30 days of separation, they will no longer appear on the roster. All data displayed for each employee is their current employment information for the department being viewed.

**Frequency:** Ad hoc

Processing Steps	Screen Shots
<p><b>Step 1:</b> Navigate to the correct page: <a href="#">Main Menu</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">HR Inquire</a> &gt; <a href="#">Faculty Job Roster</a>.</p>  <p>You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p><b>Step 2:</b> Once you have selected the Faculty Roster, the search page will appear.</p> <p>Click <b>Search</b>.</p>	

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<p><b>Step 2a:</b> If you have security access to multiple departments, you will see a list of the available departments.</p> <p>Select the appropriate Department ID number.</p>	<div data-bbox="570 275 1419 753"> <p><b>Faculty Job Roster</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>SetID: <input type="text" value="FLCMP"/> <input type="button" value="Search"/></p> <p>Department: begins with <input type="text"/> <input type="button" value="Search"/></p> <p>Description: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p><b>Search Results</b> Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results</p> <p>View All First 1-100 of 300 Last</p> <table border="1"> <thead> <tr> <th>SetID</th> <th>Department</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>FLCMP 10001</td> <td></td> <td>A&amp;R Data Coordination</td> </tr> <tr> <td>FLCMP 10002</td> <td></td> <td>Academic Advisement</td> </tr> <tr> <td>FLCMP 10003</td> <td></td> <td>Academic Senate</td> </tr> <tr> <td>FLCMP 10004</td> <td></td> <td>Accounting</td> </tr> <tr> <td>FLCMP 10005</td> <td></td> <td>Accounting &amp; Financial Rating</td> </tr> </tbody> </table> </div>	SetID	Department	Description	FLCMP 10001		A&R Data Coordination	FLCMP 10002		Academic Advisement	FLCMP 10003		Academic Senate	FLCMP 10004		Accounting	FLCMP 10005		Accounting & Financial Rating																																																																			
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## 8.0 Field Definitions

The following table is a list of PeopleSoft field names and their definitions used throughout this guide.

Field	Definition																		
Academic Days Paid	The field identifies the number of academic days that the lecturer should be paid for. This field is only used when Early Term or Late Start have been identified.																		
Agency	This field contains the State Controller's Office payroll agency number and is used to identify the payroll source. This field is used in combination with the Unit, Job Code (Class), and Serial fields to record the employee's SCO Position Number.																		
Approved By	These fields are not being used at CSUF.																		
Appt End Date	The date that a temporary appointment expires and is reflected as the Close of Business. For temporary employees appointed to academic year assignments, Appointment End Date must denote the last date of the semester or academic year, in accordance with the CSUF's academic calendar.																		
Base Rate	This is the rate that the employee is paid based upon a 1.0 time base. The value entered here, multiplied by the FTE, determines the actual compensation rate.																		
Business Unit	This field contains the number used to separate documents, such as paychecks, produced by the SCO PIMS System.																		
Catalog Number	This field contains the course catalog number. This information is pulled in from the Course Catalog in Student Administration.																		
Class Number	The field contains the class number for the course assigned to the contract. This information is pulled in from the Course Catalog in Student Administration.																		
Combo Code	Identifies what department, fund, and account a position is being funded from. It replaces the SCO position number to identify funding.																		
Comp Rate	This reflects the actual salary the employee is paid. The actual compensation rate amount is generated based on the Base Rate and FTE.																		
Contract Desc	<p>The contract description field helps determine which active contract to choose in the search menu. It identifies the job code and term for the contracts.</p> <table border="1"> <thead> <tr> <th>Job Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2358</td> <td>Part Time Faculty, (current term description)</td> </tr> <tr> <td>2354</td> <td>Teaching Associate, (current term description)</td> </tr> <tr> <td>2355</td> <td>Graduate Assistant, (current term description)</td> </tr> <tr> <td>2325</td> <td>Graduate Assistant, Monthly</td> </tr> <tr> <td>1150</td> <td>Instructional Student Assistant</td> </tr> <tr> <td>1151</td> <td>Instructional Student Assistant, OCWS</td> </tr> <tr> <td>2324</td> <td>Teaching Associate Summer, (current term description)</td> </tr> <tr> <td>2353</td> <td>Teaching Associate, Monthly</td> </tr> </tbody> </table>	Job Code	Description	2358	Part Time Faculty, (current term description)	2354	Teaching Associate, (current term description)	2355	Graduate Assistant, (current term description)	2325	Graduate Assistant, Monthly	1150	Instructional Student Assistant	1151	Instructional Student Assistant, OCWS	2324	Teaching Associate Summer, (current term description)	2353	Teaching Associate, Monthly
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Term End Date	The end date of the temporary appt for the current academic year. Normally, this is the last day of the semester or the academic year.																		
Contract Number	The unique number automatically assigned by the system when the contract is saved.																		
Contract Status	Status of the contract. Most colleges will only use "active".																		
Contract Type	Identifies the type of appointment and entitlement, if applicable.																		

Field	Definition
CSU Serial	The serial is derived from the CMS Empl Record number. The format is empl Record number + 001 (e.g. if empl record is 1, then serial number is 002).
Cycle	Defaults as '1'. The cycle is used to divide the semester into segments. CSUF also uses GA cycle for graduate assistant contracts.
Date Printed	Identifies the date the contract letter is generated. Once the contract has been printed, this field will update automatically.
Description (TF Contract Courses)	This field contains the course description. This information is pulled in from the Course Catalog in Student Administration.
Department ID	This field displays the department number that the person was appointed into. It auto populates based upon the position number.
Duration of Appointment	This field identifies the length of the appointment i.e. semester, academic year.
Early Term/Late Start	This field is used to identify if the appointment is an early termination or late start.
Effective Date	This is the effective date for the proposed transaction; usually the first day of the semester.
Effective Sequence	The sequence number, which defaults to 0 for new appts. This is used for contracts that have revisions falling on the same effective date; however, CSUF will not utilize this functionality.
EmplID	This is the Campus Wide ID number for the employee.
Empl Class	This field defines the type of appointment for this job record i.e. Regular, FERP, etc...
Empl Rcd Nbr	This field contains the employment record number. Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
Entitlement	The total entitlement WTU's for lecturers with a 3 year or academic year entitlement. It is expressed as a total WTU in the format of ##.#.
Fraction	This field contains the fractional representation of the FTE. This field is used specifically by Payroll in the PPT generation.
FTE	This field contains the calculated percentage of standard hours the employee works per work period based on the job code definition of standard hours per work period.
Job Code	Identifies the job classification that the employee was appointed into. It auto populates based upon the position number.
Last Upd By	Shows the last user who made a change displaying the userid and date stamp. This will not update if the update was done in 'correction mode'.
Last Upd DtTm	This field shows the time the contract was last updated.
Letter Code	This field contains the code to generate the appropriate contract letter.
Monthly Rate	This field contains the monthly rate, which is displayed for informational purposes. Multiplying the comp rate by the time base derives this field.
Multi Term End Date	<b>For lecturers with 3 year appointments only.</b> The approximate end date of the 3 year appointment.
Name	Name of the person. Automatically populates based upon the EmplID entered on the Contract Data page.
Name Prefix	Mr., Ms., Dr., etc.
Name Suffix	Jr, Sr, IV, etc.
Pay Decimal	This field reflects the accurate FTE for temporary faculty and is used to compute compensation rate.

Field	Definition
Pool ID	Used to identify a group of positions with a funding source.
Position Number	Identifies the CMS position that the employee occupies. Unlike the SCO position number, the CMS position number has no meaning behind it. It is a randomly generated eight digit number that has data elements attached to it which define an appointment for a person.
Reg Region	This is the Regulatory Region which defaults to USA. This value should never change.
Reports To	This is the supervisor of the employee. For faculty this the department chair of the department that they are appointed to.
Revised Contract	This field is used only if the contract needs to be corrected and re-run.
Salary Plan/Grade	A default grade that auto populates when the position number is entered. The salary grade is a generic value assigned to the position number. Enter the correct salary grade that corresponds to the lecturer's grade.
Section	This field contains the course section number. This information is pulled in from the Course Catalog in Student Administration.
Subject Area	This field contains the subject area for the course assigned to the contract. This information is pulled in from the Course Catalog in Student Administration.
Supervisor	This is the supervisor of the employee. For faculty this the department chair of the department that they are appointed to.
Term	The semester of the appointment. An example of the CSUF term 2093 is: 2 = Century, 09 = Year, 3 = Term.
Term Rate	This field contains the term rate, which is derived by multiplying the month rate by the number of pay months.
Time base	This field contains the calculated percentage of standard hours the employee works per work period based on the job code definition of standard hours per work period.
Units	This field contains the units associated with the course entered. The total units from the TF Contract Courses page will populate the Total WTU's on the TF Contract Total Page.
Union Code	For represented employees, this field identifies the union and MOU under which the employee has been appointed. For non-represented employees, Union Code is used to distinguish between executive, management, excluded, or confidential appointments.
WTU	Weighted Teaching Units