



**HCM 8.9 Business Process Guide  
Dept/Dean's Office End User  
Create a Tenure-Track Faculty Contract**

**Last Revised: 09/03/2009**

**FINAL**

## Create a New Tenure-Track Faculty Contract

**Prerequisite:** Person must have an existing Empl ID in PeopleSoft. The Empl ID could be a student only ID, a student employee ID or a current or prior employee ID.






Use CSUID Search to find the Empl ID. The Emplid can be copied and pasted in the Empl ID field when creating the new contract.

If the person is not found via CSUID Search by using all search options, STOP. The Dean’s Office will enter the Contact Data.

### **PROCESS**

The CSU Temporary Faculty Contract Data component is used to process contract data for various academic related employees. This BPG is to add a contract for a new Tenure Track. Tenure Track and Tenured Faculty will not require contract data after their initial hire.

**Navigation:** CSU Temp Faculty → CSU Contract Data

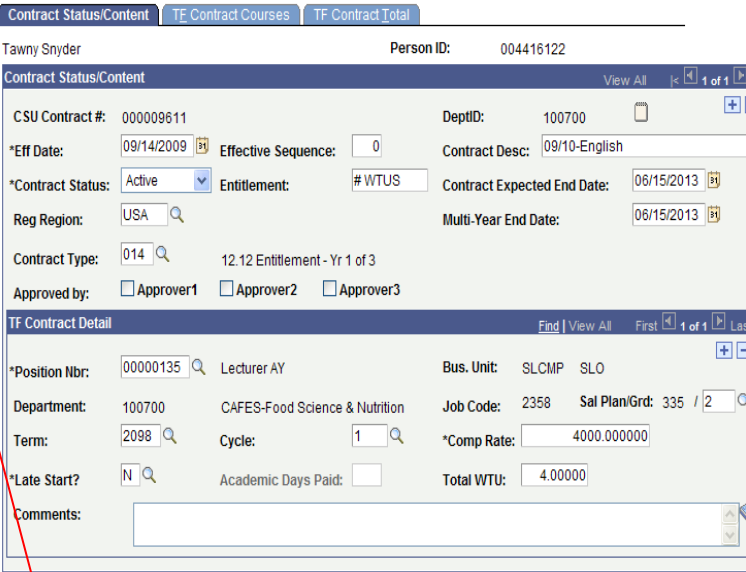
Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>Click on the Add a New Value tab or <a href="#">Add a New Value</a> hyperlink</li> <li><b>EmplID</b> – Use one of the following methods to enter Emplid to prevent keying errors:  Use the  to locate the Empl ID  Use CSUID search results (copy and paste Emplid)</li> <li><b>CSU Contract Data:</b> Accept the default of “NEW”</li> <li><b>Department:</b> Enter DeptID. You can either key in the Dept ID number or use the  to find the Dept ID.</li> <li>Click on the  button.</li> </ul> <p> The <a href="#">Contract Status/Content page</a> displays.</p>	 <p>The screenshot shows the 'CSU Contract Data' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and circled in red. Below the tabs, there are three input fields: 'EmplID:' with the value '004410086', 'CSU Contract Number:' with the value 'NEW', and 'Department:' with the value '1059'. Each input field has a magnifying glass icon to its right. Below these fields is a yellow 'Add' button. At the bottom of the form, there are two hyperlinks: 'Find an Existing Value' and 'Add a New Value'. Red arrows from the text in the 'Processing Steps' column point to the 'Add a New Value' tab, the 'Add' button, and the 'Add a New Value' hyperlink.</p>


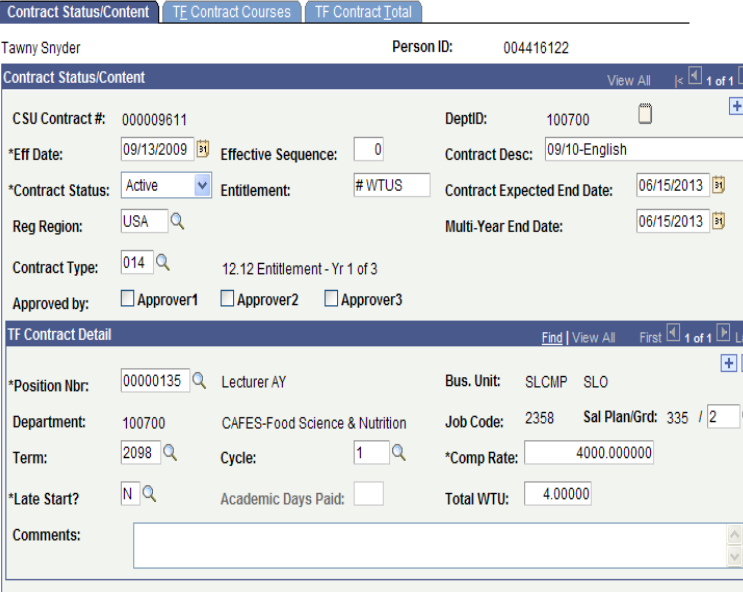
## Contract Status/Content

The Contract Status/Content page is used to record basic information about the CSU Contract.

- i** Only *one contract* is required for a new tenure track
  - 🔑** This page is effective dated. Once you have hit the SAVE button, and the effective date has passed, you must be in Correction Mode to update information on the Contract Status/Content pages.
  - 🔑** If the effective date of the contract is in the future and you hit the SAVE button, you can update the contract
  - 🔑** Correction Mode is only given to the Dean's Office. You must communicate any revisions to the Dean's Office

### Navigation: CSU Temp Faculty → CSU Contract Data → Contract Status/Content

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>• <b>CSU Contract #:</b> Defaults to NEW. After entering data and saving the screen, the system will assign a number.</li> <li>• <b>Effective Date:</b> Defaults to today's date. Enter the actual start date of the appt (generally the start of the term).  <b>NOTE:</b> An warning message will appear if the effective date is incorrect</li> <li>• <b>Sequence:</b> Defaults to 0.</li> <li>• <b>Contract Description:</b> This is the title of the contract. <b>Use this Naming Convention:</b> Use the naming convention of 'YY/YY – Dept Name'. Example: 07/08 – English. This field is case sensitive: attempt to key your contract name using upper/lower case characters.</li> <li>• <b>Contract Status:</b> Accept the default of "Active"</li> <li>• <b>Entitlement:</b> N/A</li> <li>• <b>Contract Expected End Date:</b> Leave blank</li> <li>• <b>Multi-Year End Date:</b> Not used. Leave Blank</li> <li>• <b>Regulatory Region:</b> Defaults to USA.</li> <li>• <b>Contract Type:</b> 001</li> </ul>	 <p>The screenshot shows the 'Contract Status/Content' form for Tawny Snyder (Person ID: 004416122). The form includes fields for CSU Contract # (000009611), DeptID (100700), Eff Date (09/14/2009), Effective Sequence (0), Contract Desc (09/10-English), Contract Status (Active), Entitlement (#WTUS), Contract Expected End Date (06/15/2013), Reg Region (USA), Multi-Year End Date (06/15/2013), Contract Type (014), and Approved by (Approver1, Approver2, Approver3). Below the form, a yellow warning message states: 'Warning message if Eff Date is not the start date of the term'. A red arrow points from the 'NOTE' in the Processing Steps to this warning message.</p> <p><b>Warning message if Eff Date is not the start date of the term</b></p> <p>Warning -- The contract dates entered do not match the term start date of 09/14/2009 or end date of 12/12/2009 as specified in the CSU Temp Faculty Term Table. Please verify the dates entered.</p>

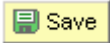
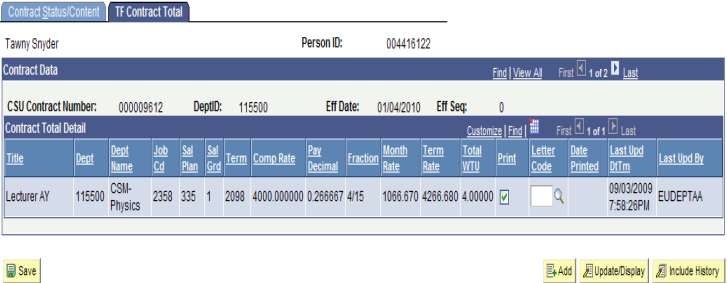
Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>• <b>Approved by:</b> The three separate approver check boxes are for the colleges to manage their internal approval process prior to submitting to Academic Personnel</li> <li>• <b>Position Number:</b> Enter Position Number</li> </ul> <p><b>NOTE:</b> If the position number is unknown you may click on  which will allow you to search for all 'active' positions within that department.</p> <ul style="list-style-type: none"> <li>• <b>Business Unit, Department, Job Code:</b> These default from the position. Accept values</li> <li>• <b>Sal Plan/Grade:</b> Enter Grade</li> <li>• <b>Term:</b> Enter 4-digit term 6YYY Example: FWS 2008 is 6208.</li> <li>• <b>Cycle:</b> '1' is the only one cycle available at this time</li> <li>• <b>Comp Rate:</b> Monthly Base Rate</li> <li>• <b>Late Start?:</b> Accept the default of "N"</li> <li>• <b>Total WTU:</b> 15</li> <li>• <b>Comments:</b> For college/dept use for any specifics comments</li> </ul>	

## TF Contract Total Page Steps

Use this page to review all of the contract information entered.

- Information listed on this page is for display purposes only and is populated based on the information entered on Contract Status/Content Page.

**Navigation: CSU Temp Faculty → CSU Contract Data → TF Contract Total**

Processing Steps	Screen Shot																																			
<ul style="list-style-type: none"> <li>After review for accuracy, click on the  button.</li> <li><b>Letter Code:</b> This is not used at this time. The goal is to add the ability to create the Temp Fac Contract letters and AP101 using this feature.</li> </ul>	 <p>The screenshot displays the 'TF Contract Total' page for Tawny Snyder (Person ID: 004416122). It includes a 'Contract Data' section with fields for CSU Contract Number (000009612), DeptID (115500), Eff Date (01/04/2010), and Eff Seq (0). Below this is a 'Contract Total Detail' table with the following data:</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>Term</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> <th>Date Printed</th> <th>Last Upd DtTm</th> <th>Last Upd By</th> </tr> </thead> <tbody> <tr> <td>Lecturer AY</td> <td>115500</td> <td>CSM-Physics</td> <td>2358</td> <td>335</td> <td>1</td> <td>2098</td> <td>4000.000000</td> <td>0.286667</td> <td>4/15</td> <td>1066.670</td> <td>4266.680</td> <td>4.000000</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>09/03/2009 7:58:26PM</td> <td>EUDEPTAA</td> </tr> </tbody> </table> <p>At the bottom of the screen, there are buttons for 'Save', 'Add', 'Update/Display', and 'Include History'.</p>	Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd DtTm	Last Upd By	Lecturer AY	115500	CSM-Physics	2358	335	1	2098	4000.000000	0.286667	4/15	1066.670	4266.680	4.000000	<input checked="" type="checkbox"/>		09/03/2009 7:58:26PM	EUDEPTAA
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