



**HCM 8.9 Business Process Guide
Dept/Dean's Office End User
Create a Summer Quarter Extra-Quarter,
Summer Lecturer or Summer Teaching
Associate Contract**

Last Revised: 05/04/2009

FINAL

Create a Summer Quarter Contract



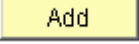


Prerequisite: Person must have an existing Empl ID in PeopleSoft. The Empl ID could be a student only ID, a student employee ID or a current or prior employee ID.

- 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 Contract Data.
- All Extra Quarter Faculty, Summer Lecturers and Summer Teaching Associates will require a separate contract for Summer quarter.

PROCESS


The CSU Temporary Faculty Contract Data component is used to process contract data for various academic related employees. This data is used to hire/rehire the employee.


Navigation: CSU Temp Faculty → CSU Contract Data

Processing Steps	Screen Shot
<ul style="list-style-type: none"> • Click on the Add a New Value hyperlink or Add a New Value tab • EmplID – 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) Or Use Contract Search results (copy and paste Emplid). • CSU Contract Data: Accept the default of “NEW” • Department: Enter DeptID. You can either key in the Dept ID number or use the  to find the Dept ID. • Click on the  button. <p> The Contract Status/Content page 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'.</p>

Contract Status/Content

The Contract Status/Content page is used to record basic information about the CSU Contract, including the contract begin and end dates, contract type, comp rate, position number, term, WTU and any associated comments.

 Only ***one summer contract per person*** per department for the year– Create a separate contract for each department.

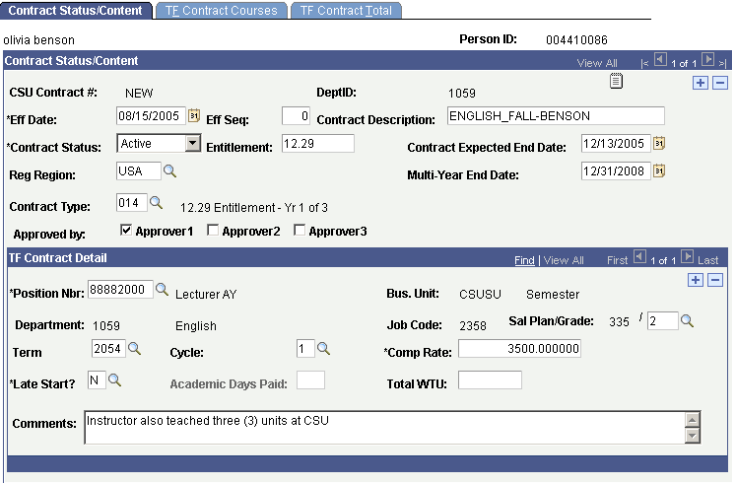
 This page is effective dated. Once you have hit the SAVE button and the effective date of the appointment is prior to the current date, you must be in Correction Mode to update information on the Contract Status/Content pages. If the effective date of the appointment is in the future, then corrections can be made.

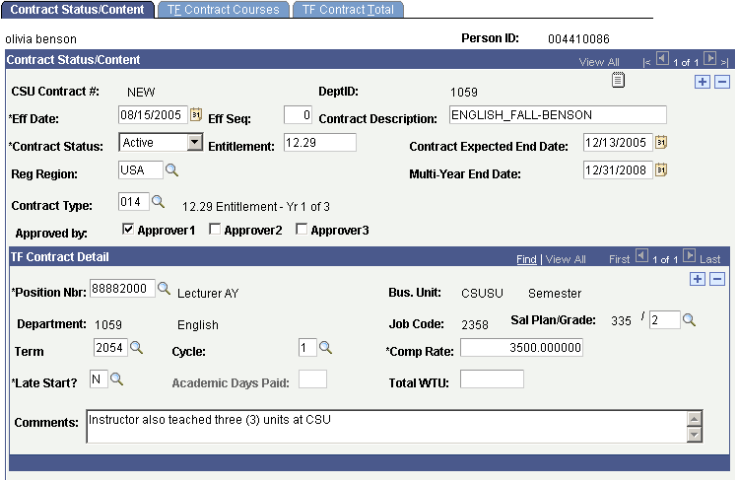
 Correction Mode is only given to the Dean’s Office. You must communicate any revisions for prior effective dated contracts to the Dean’s Office

To view an existing contract: CSU Temp Faculty → CSU Contract Data → Contract Status/Content

Search by Emplid or Name

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

Processing Steps	Screen Shot
<ul style="list-style-type: none"> • Select tab ‘Add A New Value’ • CSU Contract #: Defaults to NEW. After entering data and saving the screen, the system will assign a number. • Effective Date: Enter the start date of the appointment. (appt begin date) . Defaults to today’s date. <p>NOTE: Each term will require a new effective date.</p> <ul style="list-style-type: none"> • Sequence: Defaults to 0. • Contract Description: This is the title of the contract. <p>Naming Convention: Use the naming convention of ‘YY3 – Dept Name’. Example: 083 – English. This field is case sensitive: attempt to key your contract name using upper/lower case characters.</p> <ul style="list-style-type: none"> • Contract Status: Accept the default of “Active” • Entitlement: N/A • Contract Expected End Date: Appointment End Date of Summer Appt • Multi-Year End Date: Not used. 	

Processing Steps	Screen Shot
<p>Leave Blank</p> <ul style="list-style-type: none"> Regulatory Region: Defaults to USA. Contract Type: 007 – One Quarter Appointment Approved by: The three separate approver check boxes are for the colleges to manage their internal approval process prior to submitting to Academic Personnel Position Number: Enter Position Number <p>NOTE: If the position number is unknown use summer quarter position number guide</p> <ul style="list-style-type: none"> Business Unit, Department, Job Code: These default from the position. Accept values Sal Plan/Grade: Enter Grade Term: Enter 4-digit term – YYYYT, the first 3 digits represent the year and the last digit represents the term <ul style="list-style-type: none"> 2=Wtr 4=Spr 6=Sum 8=Fall Cycle: '1' is the only one cycle available at this time Comp Rate: Monthly Base Rate Late Start?: Accept the default of "N" <p>NOTE: Late Start is only used when the AY temp fac will be either starting late or ending their appointment early. (E – Early Term or L – Late Start). The Academic Days Paid field will ungray. Enter number of days worked.</p> Total WTU: Enter the WTUs for the term <p>WTU Table: Navigate to 'Set Up HRMS/CSU Product Related Setup/CSU Temp Faculty Setup/CSU WTU Table'</p>	 <p>The screenshot displays two web-based forms. The top form, titled 'Contract Status/Content', shows details for a contract with Person ID 004410086. Fields include CSU Contract # (NEW), DeptID (1059), Eff Date (08/15/2005), Eff Seq (0), Contract Description (ENGLISH_FALL-BENSON), Contract Status (Active), Entitlement (12.29), Contract Expected End Date (12/31/2005), Reg Region (USA), Multi-Year End Date (12/31/2008), Contract Type (014), and Approved by (Approver 1 checked). The bottom form, titled 'TF Contract Detail', shows details for Position Nbr 88882000, Lecturer AY, Bus. Unit (CSUSU), Semester, Department (1059), English, Job Code (2358), Sal Plan/Grade (335 / 2), Term (2054), Cycle (1), Comp Rate (3500.000000), and Total WTU. A comment field contains the text: 'Instructor also taught three (3) units at CSU'.</p>

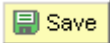
Processing Steps	Screen Shot
<ul style="list-style-type: none"> Comments: For college/dept use 	

TF Contract Total Page Steps

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

- i** 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"> After review for accuracy, click on the  button. Letter Code: 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. 	