







**HCM 8.9 Business Process Guide  
Dept/Dean's Office End User  
New Terms for an Existing Academic Year  
Contract**

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

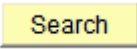




**FINAL**

## New Terms for an Existing Faculty Contract



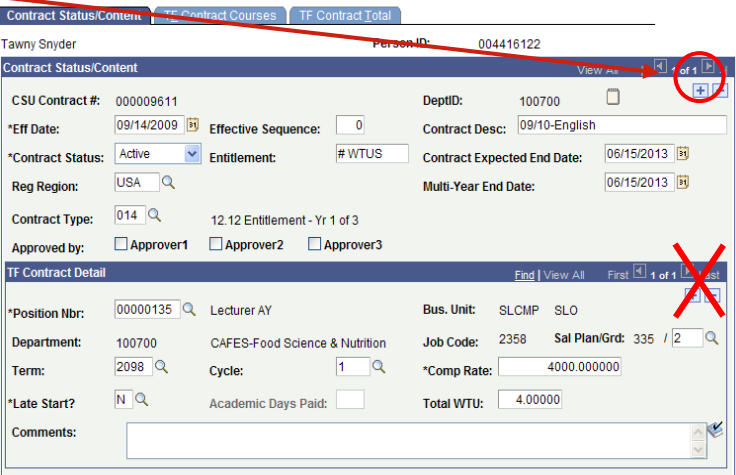
The Business Process Guide is used to add new Terms for an existing contract

-  If the term has already been entered and you are amending the term, use the BPG “Revising an Existing Contract”.
-  This page is effective dated. Once you have hit the SAVE button and the effective date of the contract 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**

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>• Click on <a href="#">Find an Existing Value</a> tab.</li> <li>• Search by one of the fields available.</li> </ul> <p>Use EmplID if available. Or you can search by any of the searchable fields. Suggest you use Last Name and first few initials of the First Name in the Name field</p> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> <li>• Click on the button.</li> </ul> <p> The <a href="#">Contract Status/Content page</a> displays.</p>	<div style="border: 1px solid black; padding: 5px;"> <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 style="text-align: center;"> <span style="border: 1px solid black; padding: 2px 5px;">Find an Existing Value</span> <span style="border: 1px solid black; padding: 2px 5px; margin-left: 10px;">Add a New Value</span> </p> <hr/> <p> <b>EmplID:</b> <input type="text" value="begins with"/> <input type="text"/>  <b>CSU Contract Number:</b> <input type="text" value="begins with"/> <input type="text"/>  <b>Department:</b> <input type="text" value="begins with"/> <input type="text"/>   <b>Contract Status:</b> <input type="text" value="="/> <input type="text"/> <input type="text"/>  <b>Term:</b> <input type="text" value="begins with"/> <input type="text"/>   <b>Description:</b> <input type="text" value="begins with"/> <input type="text"/>  <b>Name:</b> <input type="text" value="begins with"/> <input type="text"/>  <b>Last Name:</b> <input type="text" value="begins with"/> <input type="text"/> </p> <p> <input type="checkbox"/> Include History         <input type="checkbox"/> Correct History         <input type="checkbox"/> Case Sensitive       </p> <p style="text-align: center;"> <span style="border: 1px solid black; padding: 2px 5px;">Search</span> <span style="border: 1px solid black; padding: 2px 5px; margin-left: 5px;">Clear</span> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a> </p> <p style="text-align: center;"> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>

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

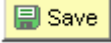
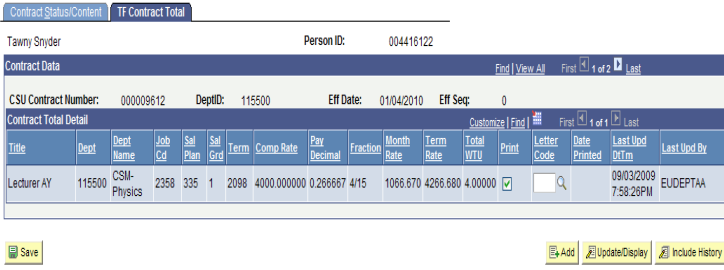
Processing Steps	Screen Shot																														
<p><b>Add a New Term:</b></p> <p>Click on the  .</p> <p>Do <b>NOT</b> click on the  located in the TF Contract Detail section.</p> <p>All the fields populate from the prior row.</p> <p>Update the required fields for the new term. Generally the fields required to update are:</p> <ul style="list-style-type: none"> <li>• <b>Eff Date:</b> Start of new term</li> </ul> <p><b>NOTE:</b> An warning message will appear if the effective date is incorrect</p> <ul style="list-style-type: none"> <li>• <b>Contract Expected End Date:</b> This defaults from the prior row. Enter new expected end date if required.</li> </ul> <p><b>NOTE:</b> If you are adding a term for a 12.12 or 12.3 entitled lecturer, this date should not change.</p> <ul style="list-style-type: none"> <li>• <b>Multi-Year End Date:</b> If this is a 12.12 Contract Type, then this date will default from the prior row. This field is only required for Contract Type 12.12 Entitlement 014, 015 or 016</li> </ul> <ul style="list-style-type: none"> <li>• <b>Contract Type:</b> If the new term is for a 12.3 or 12.12 entitled lecturer, the contract type should not change. See table</li> <li>• <b>Term:</b> Enter New Term</li> <li>• <b>Total WTU:</b> Enter WTU</li> </ul> <p><b>WTU Table:</b> Navigate to 'Set Up HRMS/CSU Product Related Setup/CSU Temp Faculty Setup/CSU WTU Table'</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> <p><b>Contract Type Valid Value Table</b></p> <table border="1"> <thead> <tr> <th>Contract Type</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>001</td><td>Academic Year Appointment</td></tr> <tr><td>002</td><td>12 month Appointment</td></tr> <tr><td>003</td><td>12.3 Entitlement</td></tr> <tr><td>006 – N/A</td><td>Semester Appointment</td></tr> <tr><td>007</td><td>One Quarter Appointment</td></tr> <tr><td>008</td><td>Two Quarter Appointment</td></tr> <tr><td>009</td><td>Extra Quarter Appointment</td></tr> <tr><td>010 – N/A</td><td>Summer Session Appointment</td></tr> <tr><td>011 – N/A</td><td>Special Session Appointment</td></tr> <tr><td>012</td><td>10 month Appointment</td></tr> <tr><td>014</td><td>12.12 Entitlement - Yr 1 of 3</td></tr> <tr><td>015</td><td>12.12 Entitlement - Yr 2 Of 3</td></tr> <tr><td>016</td><td>12.12 Entitlement - Yr 3 Of 3</td></tr> <tr><td>CON – N/A</td><td>Contractor/Consultant</td></tr> </tbody> </table>	Contract Type	Description	001	Academic Year Appointment	002	12 month Appointment	003	12.3 Entitlement	006 – N/A	Semester Appointment	007	One Quarter Appointment	008	Two Quarter Appointment	009	Extra Quarter Appointment	010 – N/A	Summer Session Appointment	011 – N/A	Special Session Appointment	012	10 month Appointment	014	12.12 Entitlement - Yr 1 of 3	015	12.12 Entitlement - Yr 2 Of 3	016	12.12 Entitlement - Yr 3 Of 3	CON – N/A	Contractor/Consultant
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## TF Contract Total Page Steps

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

**1** Information listed on this page is for display purposes only and is populated based on the information entered on the other pages in this contract.

**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 D/Tm</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>0.266667</td> <td>4/15</td> <td>1066.670</td> <td>4266.680</td> <td>4.00000</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 D/Tm	Last Upd By	Lecturer AY	115500	CSM-Physics	2358	335	1	2098	4000.000000	0.266667	4/15	1066.670	4266.680	4.00000	<input checked="" type="checkbox"/>		09/03/2009 7:58:26PM	EUDEPTAA
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