




**HCM 8.9 Business Process Guide  
Dept/Dean's Office End User  
Revise Existing Contract Terms**


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

**FINAL**

## Revise Existing Terms

The Business Process Guide is used to revise Existing Terms

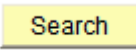




 This page is effective dated. Once you have hit the SAVE button and the effective date of the contract has passed, you must be in Correction Mode to update information on the Contract Status/Content pages.

 If the effective date of the contract is in the future and you hit the SAVE button, you can update the contract



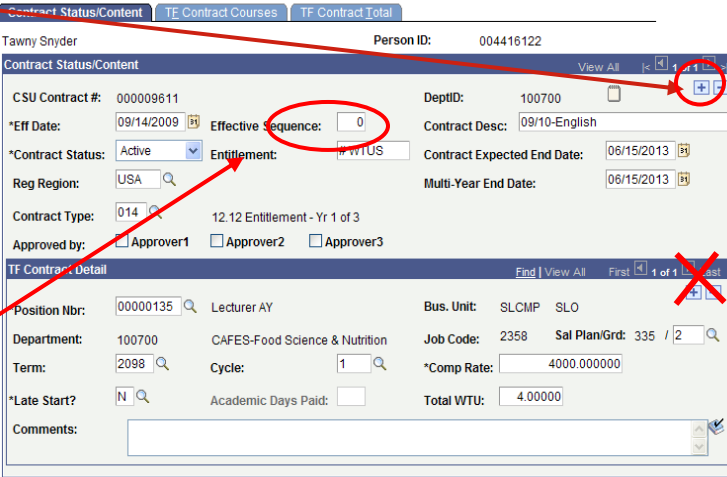
 Correction Mode is only given to the Dean's Office. You must communicate any revisions to the Dean's Office

If you do not have correction mode and the effective date of the contract has passed, you will be required to use effective sequencing as described in the following BPG.

### 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.  Use EmpID 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</li> <li>Click on the  button.</li> </ul> <p> The <a href="#">Contract Status/Content page</a> displays.</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> <hr/> <p>EmpID: <input type="text" value="begins with"/></p> <p>CSU Contract Number: <input type="text" value="begins with"/></p> <p>Department: <input type="text" value="begins with"/> </p> <p>Contract Status: <input type="text" value="="/> <input type="text"/></p> <p>Term: <input type="text" value="begins with"/> </p> <p>Description: <input type="text" value="begins with"/></p> <p>Name: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><a href="#">Search</a> <a href="#">Clear</a> <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>

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

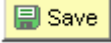
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<p><b>Add a Row for Existing Term:</b></p> <p>Click on the </p> <p>Do <b>NOT</b> click on the  located in the TF Contract Detail section.</p> <p>All the fields populate from the prior row.</p> <p>Revise the fields that need to be corrected (common fields listed below)</p> <ul style="list-style-type: none"> <li>• <b>Eff Date:</b> This should remain the same Effective Date as prior row</li> <li>• <b>Eff Seq:</b> Increment by one</li> <li>• <b>Contract Expected End Date:</b></li> </ul>																															
<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> <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>Grade:</b></li> <li>• <b>Comp Rate:</b></li> <li>• <b>Term:</b></li> <li>• <b>Total WTU:</b></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>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>	