# Guide to Uploading Temporary Faculty Appointments in OnBase

Faculty Services is providing this guide to assist departments with uploading Temporary Faculty appointment paperwork in OnBase. For questions or assistance, please contact up-faculty-appointments@sjsu.edu.

1. Log in to one.sjsu.edu.
2. Type "temporary faculty appointments" into the search bar.
3. Click on the tile titled "Temporary Faculty Appointments (Regular Session)."
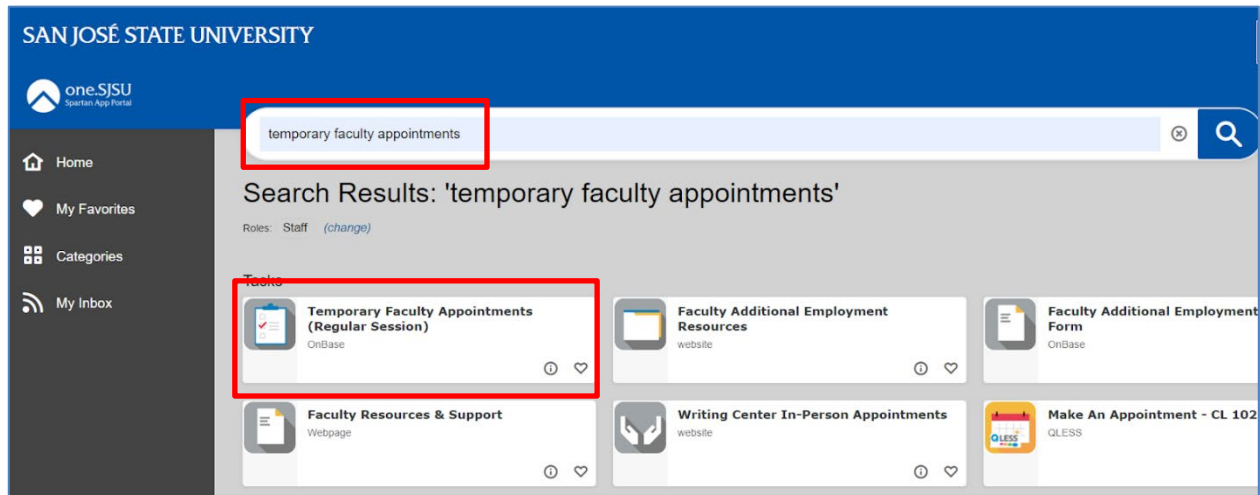
4. If prompted, enter your One.SJSU credentials to log in to OnBase.

5. You will be taken to the Temporary Faculty Appointment form in OnBase.

6. The information at the top will be automatically populated with the information of the person who is logged in to the form, which includes the Admin Name, SJSU ID, and Email.

7. From the dropdown menu, select the College and Department Name.

Temporary Faculty Appointment

Form Status	Document ID	
NEW		
Admin Name	SJSU ID	College*
Crystal S Mercado	010741445	
Phone #	Email	Department Name*
	crystal.s.mercado@sjsu.edu	

8. Optionally, fill out the Phone #.

Temporary Faculty Appointment

Form Status	Document ID	
NEW		
Admin Name	SJSU ID	College*
Crystal S Mercado	010741445	
Phone #	Email	Department Name*
	crystal.s.mercado@sjsu.edu	

9. Enter the SJSU ID number for the faculty member, which will automatically populate the First Name, Middle, and Last Name fields.

Employee Information

SJSU ID*	First Name	Middle	Last Name

Request Types*	Appointment Effective Date

Comments

CC Email (Optional)

10. Select the appropriate Request Type based on the faculty's hiring status.

Request Types *

New Hire
Rehire: More than 12 months break in service
Rehire: Less than 12 months break in service
Active Concurrent: New to department
Active Concurrent: Department reappointment
Revision

- New Hire- Faculty is brand new and has never worked at SJSU before
- Rehire: More than 12 months break in service- Faculty is currently terminated and has worked at SJSU in a temp faculty position with a break in service of 12 months or more
- Rehire: Less than 12 months break in service- Faculty is currently terminated and has worked at SJSU in a temp faculty position with a break in service of 12 months or less
- Active Concurrent: New to Department- Faculty currently works on campus in a temp faculty position in another department on-campus and is newly hired to your department
- Active Concurrent: Department Reappointment- Faculty currently works for your department and their current appointment is coming to an end, but will continue working for your department without a break in service
- Revision: A change needs to be made to an appointment that was already submitted using one of the previous Request Types

11. Optionally, enter the Appointment Effective Date of the appointment.

Employee Information

SJSU ID *

First Name

Middle

Last Name

Request Types *

Appointment Effective Date

Comments

CC Email (Optional)

12. Optionally, enter any notes or comments into the Comments field.

Employee Information

SJSU ID*

First Name

Middle

Last Name

Request Types*

Appointment Effective Date

Comments

CC Email (Optional)

13. CC Email is an optional field, where you can add the email address of a person or shared inbox so that they can also receive status updates of the appointment. Inquire with your college regarding the use of this field.

Employee Information

SJSU ID*

First Name

Middle

Last Name

Request Types*

Appointment Effective Date

Comments

CC Email (Optional)

14. Based on the Request Type that is selected, the required forms for that Request Type will appear and forms must be attached appropriately. See below for the required forms for each Request Type.

15. If you have the appointment paperwork split up into individual forms, you can upload each individual form under the section titled "Appointment Documents (Individual Upload).

Appointment Documents (Individual Upload) (0)

Appointment Form

> Attach Appointment Form

CSU Employment Questionnaire

> Attach CSU Employment Questionnaire

Statement of Terms and Conditions of Employment

> Attach Terms and Conditions

Supporting Documents (Only if Required)

> Attach Supporting Documents

16. Click on the "Attach" box for each form and search for the signed form within your computer.

Appointment Documents (Individual Upload) (0)

Appointment Form

> Attach Appointment Form

CSU Employment Questionnaire

> Attach CSU Employment Questionnaire

Statement of Terms and Conditions of Employment

> Attach Terms and Conditions

Supporting Documents (Only if Required)

> Attach Supporting Documents

17. Once each individual form has been attached, it will look like the below.

18. If a mistake was made, you can remove the attachment by pressing the "Remove" link and uploading another form.

19. If you have the appointment paperwork all in one packet, you can upload the packet that contains each individual form under the section titled "Appointment Packet (Single PDF).

20. Click on the "Attach" box and search for the signed form within your computer.

21. Once the packet has been attached, it will look like the below.

22. If a mistake was made, you can remove the attachment by pressing the "Remove" link and uploading another packet.

23. Once all appropriate forms/packet have been attached, press the "Submit" button at the bottom.

Request Types and OnBase Attachments

- New Hire- Faculty is brand new and has never worked at SJSU before
  - Appointment Form
  - *Note: Faculty Services will upload the CHRS Recruiting Bulk Compile documents
- Rehire: More than 12 months break in service- Faculty is currently terminated and has worked at SJSU in a temp faculty position with a break in service of 12 months or more
  - Appointment Form
  - *Note: Faculty Services will upload the CHRS Recruiting Bulk Compile documents
- Rehire: Less than 12 months break in service- Faculty is currently terminated and has worked at SJSU in a temp faculty position with a break in service of 12 months or less
  - Appointment Form
  - CSU Employment Questionnaire
  - Statement of Terms and Conditions of Employment
- Active Concurrent: New to Department- Faculty currently works on campus in a temp faculty position in another department on-campus and is newly hired to your department
  - Appointment Form
  - CSU Employment Questionnaire
  - Statement of Terms and Conditions of Employment
- Active Concurrent: Department Reappointment- Faculty currently works for your department and their current appointment is coming to an end, but will continue working for your department without a break in service
  - Appointment Form
  - CSU Employment Questionnaire
  - Statement of Terms and Conditions of Employment
- Revision: A change needs to be made to an appointment that was already submitted using one of the previous Request Types
  - Appointment Form
  - Statement of Terms and Conditions of Employment

- Bulk Compile: Includes the following:
  - Appointment Form
  - Offer Letter
  - CSU Employment Questionnaire
  - Reference and Background Check Release
  - CV/Resume
  - Cover Letter or Letter of Interest
  - CHRS Recruiting- Personal Details/Profile/Application
  - 3 Letters of Recommendation and/or SkillSurvey References
  - Transcripts (plus License/Certification if required for position)