

Temp Faculty/ASE Training Guide: PeopleSoft

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Contract Data: One Semester Appointment

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

Find an Existing Value **Add a New Value**

*Empl ID:

CSU Contract Number: NEW

*Department:

Add

- Effective Date: Start date of semester
- Contract Desc:
 - Format: Name_Dept_Contract Type_Year
- Contract Status: Active
- Term End Date: End date of semester
- Contract Type: Semester Appointment

Contract Status/Content TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Status/Content View 1 |< 1 of 1 >|

CSU Contract #: 000047604 DeptID: 1107

Eff Date: 08/19/2024 **Effective Sequence:** 0 **Contract Desc:** BBunzel_AAS_AY 24-25

Contract Status: Active **Entitlement:** .6 **Term End Date:** 05/23/2025

Reg Region: USA **Multiple Term End Date:**

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

- Position Nbr:
- Dept: Auto populates
- Term: Select the appropriate semester term
- Cyle: Auto populates based on the selected term
- Late Start?: N
 - If Late Start is "L-Late Start", then enter the number of days worked in Academic Days Paid field
- Comp Rate: Ensure it falls within the Salary Schedule
- Total WTU: Enter WTU
- Comments: Enter information about semester WTUs

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001288 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1107 African American Studies Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2244 Cycle: 4 *Comp Rate: 5200.000000

*Late Start? N Academic Days Paid: Total WTU: 3.000000

Comments: Fall 3 WTU

- Letter Code: CN1

Contract Status/Content TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Data Find | View 1 First 1 of 1 Last

CSU Contract Number: 000047604 DeptID: 1107 Eff Date: 08/19/2024 Eff Seq: 0

Contract Total Detail														Personalize	Find	First	1 of 1	Last
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 DTm	Last Upd By	
Lecturer AY-A	1107	African American Studies	2358	335	2	2244	5200.000000	0.200000	1/5	1040.000	6240.000	3.000000	<input checked="" type="checkbox"/>	CN1	06/20/2024	06/20/2024 9:38:14PM	010741445	

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

- Press Save
- Example of complete Contract Status/Content tab

Contract Status/Content TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Status/Content View 1 |< 1 of 1 >|

CSU Contract #:	000047604	DeptID:	1107			
*Eff Date:	08/19/2024	Effective Sequence:	0	Contract Desc:	BBunzel_AAS_AY 24-25	
*Contract Status:	Active	Entitlement:	.6	Term End Date:	05/23/2025	
Reg Region:	USA	Multiple Term End Date:				
Contract Type:	006	Semester Appointment				
Approved by:	<input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3					

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr:	00001288	Lecturer AY-A	Bus. Unit:	SJ000	SJSU		
Department:	1107	African American Studies	Job Code:	2358	Sal Plan/Grd:	335 / 2	
Term:	2244	Cycle:	4	*Comp Rate:	5200.000000		
*Late Start?	N	Academic Days Paid:		Total WTU:	3.00000		
Comments:	Fall 3 WTU						

Contract Data: Late Start Appointment

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

Find an Existing Value **Add a New Value**

*Empl ID:

CSU Contract Number: NEW

*Department:

Add

- Effective Date: Start date after start of semester; on or after EVC date
- Contract Desc:
 - Format: Name_Dept_Contract Type_Year
- Contract Status: Active
- Term End Date: End date of semester
- Contract Type: Choose appropriate type

Contract Status/Content TF Contract Total

Ben Beak Person ID: 017367428

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: NEW DeptID: 1189

Eff Date: 08/30/2023 **Effective Sequence:** 0 **Contract Desc:** Marketing_BBeak_Fall 2023

Contract Status: Active **Entitlement:** **Term End Date:** 12/19/2023

Reg Region: USA **Multiple Term End Date:**

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

- Position Nbr:
- Dept: Auto populates
- Term: Select the appropriate semester term
- Cyle: Auto populates based on the selected term
- Late Start: L
- Academic Days Paid: Count the number of days that the faculty member would receive pay starting with the Effective Date
- Comp Rate: Ensure it falls within the Salary Schedule
- Total WTU: Enter WTU
- Comments: Enter information about semester WTUs

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001603 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1189 Marketing & Business Analytics Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 9000.000000

*Late Start? L Academic Days Paid: 76 Total WTU: 3.00000

Comments: Fall 2023 - 3 WTU: Late start

- Letter Code: CN1

Contract Status/Content TF Contract Total

Ben Beak Person ID: 017367428

Contract Data Find | View All First 1 of 1 Last

CSU Contract Number: NEW DeptID: 1189 Eff Date: 08/30/2023 Eff Seq: 0

Contract Total Detail Personalize | Find | Print | First 1 of 1 Last

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-D	1189	Marketing & Business Analytics	2358	335	5	2234	9000.000000	0.200000	1/5	1609.412	9656.471	3.00000	<input checked="" type="checkbox"/>	CN1			010741445

Save Notify Add Update/Display Include History Correct History

- Press Save
- Example of complete Contract Status/Content tab

Contract Status/Content		TF Contract Total	
Ben Beak		Person ID: 017367428	
Contract Status/Content View All < 1 of 1 >			
CSU Contract #:	NEW	DeptID:	1189
*Eff Date:	08/30/2023	Effective Sequence:	0
*Contract Status:	Active	Contract Desc:	Marketing_BBeak_Fall 2023
Reg Region:	USA	Term End Date:	12/19/2023
Contract Type:	006	Multiple Term End Date:	
Semester Appointment			
Approved by: <input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3			
TF Contract Detail Find View All First 1 of 1 Last			
*Position Nbr:	00001603	Lecturer AY-D	Bus. Unit: SJ000 SJSU
Department:	1189	Marketing & Business Analytics	Job Code: 2358 Sal Plan/Grd: 335 / 5
Term:	2234	Cycle: 4	*Comp Rate: 9000.000000
*Late Start?	L	Academic Days Paid: 76	Total WTU: 3.00000
Comments: Fall 2023 - 3 WTU: Late start			
Save Notify		Add Update/Display Include History Correct History	

Contract Status/Content TF Contract Total

Contract Data: AY Appointment

This example is regarding inputting data in CSU Contract Data for a faculty member on an AY contract (working fall and spring semesters)

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

Find an Existing Value **Add a New Value**

*Empl ID:

CSU Contract Number: NEW

*Department:

Add

- *Note: Enter Fall information first, then save
- Contract Status/Content section on Contract Status/Content tab
 - Effective Date: Start date of fall semester
 - Contract Desc:
 - Format: Name_Dept_Contract Type_Year
 - Contract Status: Active
 - Term End Date: End date of AY
 - Contract Type: Academic Year Appointment

Contract Status/Content TF Contract Total

Colleen Coder Person ID: 016456856

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: NEW DeptID: 1198

*Eff Date: 08/19/2024 Effective Sequence: 0 Contract Desc: CCoder_Info_AY 24-25

*Contract Status: Active Entitlement: Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

- TF Contract Detail section on Contract Status/Content tab
 - Position Nbr:
 - Dept: Auto populates
 - Term: Fall semester term
 - Cycle: 4
 - Late Start: N
 - Comp Rate: Ensure it falls within the Salary Schedule
 - Total WTU: Enter WTU
 - Comments: Enter information about fall and spring WTUs

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001511 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1198 School of Information Job Code: 2358 Sal Plan/Grd: 335 / 4

Term: 2244 Cycle: 4 *Comp Rate: 7500.000000

*Late Start? N Academic Days Paid: Total WTU: 6.000000

Comments: AY 2024-2025 WTU 6

- TF Contract Total tab
 - Letter Code: CN1

Contract Status/Content | TF Contract Total

Andy An Person ID: 006150014

Contract Data Find | View All First 1 of 1 Last

CSU Contract Number: NEW DeptID: 1116 Eff Date: 08/17/2023 Eff Seq: 0

Contract Total Detail Personalize Find 1 of 1 Last

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-D	1116	School of Social Work	2358	335	5	2234	8101.000000	0.200000	1/5	1620.200	9721.200	3.00000	<input checked="" type="checkbox"/>	CN1			010741445

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

- Press Save
- Add a row and enter spring information
 - To add a row, click on the + button at the upper right corner. The contract will show "1 of 2" above the + button

Contract Status/Content | TF Contract Total

Colleen Coder Person ID: 016456856

Contract Status/Content View All < 1 of 2 > + -

CSU Contract #: 000047603 DeptID: 1198

*Eff Date: 08/19/2024 Effective Sequence: 0 Contract Desc: CCoder_Info_AY 24-25

*Contract Status: Active Entitlement: Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001511 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1198 School of Information Job Code: 2358 Sal Plan/Grd: 335 / 4

Term: 2244 Cycle: 4 *Comp Rate: 7500.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: AY 2024-2025 WTU 6

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

- Contract Status/Content section on Contract Status/Content tab
 - Effective Date: Start date of spring semester
 - Term End Date: End date of spring semester

Contract Status/Content TF Contract Total

Colleen Coder Person ID: 016456856

Contract Status/Content View All |< 1 of 2 >|

CSU Contract #: 000047603 DeptID: 1198

*Eff Date: 01/21/2025 Effective Sequence: 0 Contract Desc: CCoder_Info_AY 24-25

*Contract Status: Active Entitlement: Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

- TF Contract Detail section on Contract Status/Content tab
 - Term: Spring semester term
 - Cyle: 2
 - Total WTU: Enter WTU if different from the fall semester
 - Comments: Enter information about fall and spring WTUs if different from the fall semester

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001511 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1198 School of Information Job Code: 2358 Sal Plan/Grd: 335 / 4

Term: 2252 Cycle: 2 *Comp Rate: 7500.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: AY 2024-2025 WTU 6

- TF Contract Total tab
 - Letter Code: CN1

Contract Status/Content TF Contract Total

Andy An Person ID: 006150014

Contract Data Find | View All First 1 of 2 Last

CSU Contract Number: 000047384 DeptID: 1116 Eff Date: 01/22/2024 Eff Seq: 0

Contract Total Detail Personalize Find | View All First 1 of 1 Last

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-D	1116	School of Social Work	2358	335	5	2242	8101.000000	0.400000	6/15	3240.400	19442.400	6.000000	<input checked="" type="checkbox"/>	CN1	03/18/2024 9:55:17AM	010741445	

- Press Save
- Example of complete Contract Status/Content tab

Contract Status/Content | TF Contract Total

Colleen Coder Person ID: 016456856

Contract Status/Content View 1 |< 1 of 2 >|

CSU Contract #: 000047603 DeptID: 1198

*Eff Date: 01/21/2025 Effective Sequence: 0 Contract Desc: CCoder_Info_AY 24-25

*Contract Status: Active Entitlement: Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001511 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1198 School of Information Job Code: 2358 Sal Plan/Grd: 335 / 4

Term: 2252 Cycle: 2 *Comp Rate: 7500.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: AY 2024-2025 WTU 6

*Eff Date: 08/19/2024 Effective Sequence: 0 Contract Desc: CCoder_Info_AY 24-25

*Contract Status: Active Entitlement: Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001511 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1198 School of Information Job Code: 2358 Sal Plan/Grd: 335 / 4

Term: 2244 Cycle: 4 *Comp Rate: 7500.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: AY 2024-2025 WTU 6

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

- Example of complete TF Contract Total

Contract Status/Content | TF Contract Total

Colleen Coder Person ID: 016456856

Contract Data Find | View 1 First 1-2 of 2 Last

CSU Contract Number: 000047603 DeptID: 1198 Eff Date: 01/21/2025 Eff Seq: 0

Contract Total Detail Personalize | Find | First 1 of 1 Last

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-C	1198	School of Information	2358	335	4	2252	7500.000000	0.400000	6/15	3000.000	18000.000	6.00000	<input checked="" type="checkbox"/>	CN1	06/20/2024 9:12:21PM	010741445	

Eff Date: 08/19/2024 Eff Seq: 0

Contract Total Detail Personalize | Find | First 1 of 1 Last

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-C	1198	School of Information	2358	335	4	2244	7500.000000	0.400000	6/15	3000.000	18000.000	6.00000	<input checked="" type="checkbox"/>	CN1	06/20/2024 9:12:21PM	010741445	

Save Notify

Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

Contract Data: AY Appointment with Entitlement

This example is regarding inputting data in CSU Contract Data for a faculty member on an AY contract (working fall and spring semesters)

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

The screenshot shows a web interface for 'CSU Contract Data'. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs, there are three input fields, each with a magnifying glass icon to its right, also highlighted with red boxes: '*Empl ID:', 'CSU Contract Number: NEW', and '*Department:'. At the bottom left of the form area, there is an orange 'Add' button.

- Contract Status/Content section on Contract Status/Content tab
 - Effective Date: Start date of fall semester
 - Contract Desc:
 - Should contain: Name_Dept_Contract Type_Year
 - Contract Status: Active
 - Entitlement: Enter FTE in a 3 digit number
 - Term End Date: End date of the AY
 - Multiple Term End Date: Based on the year of entitlement, enter the end date the multi-year appointment
 - Format: 05/31/XXXX
 - 12.12 Entitlement - Yr 1 of 3: End date should be in 3 years
 - 12.12 Entitlement - Yr 2 or 3: End date should be in 2 years
 - 12.12 Entitlement - Yr 3 of 3: End date should be at the end of the current/upcoming AY
 - Contract Type: Select the appropriate year of entitlement
 - 12.12 Entitlement - Yr 1 of 3
 - 12.12 Entitlement - Yr 2 or 3
 - 12.12 Entitlement - Yr 3 of 3

Contract Status/Content TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Status/Content View All |< 2 of 2 >|

CSU Contract #: 000047604 DeptID: 1107

*Eff Date: 08/19/2024 Effective Sequence: 0 Contract Desc: BBunzel_AAS_AY 24-25

*Contract Status: Active Entitlement: .6 Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by: Approver1 Approver2 Approver3

- TF Contract Detail section on Contract Status/Content tab
 - Position Nbr:
 - Dept: Auto populates
 - Term: Fall semester term
 - Cycle: 4
 - Late Start: N
 - Comp Rate: Ensure it falls within the Salary Schedule
 - Total WTU: Enter WTU
 - Comments: Enter information about fall and spring WTUs

TF Contract Detail Find | View All First 1 of 1 Last

Position Nbr: 00001288 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1107 African American Studies Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2244 Cycle: 4 *Comp Rate: 5200.000000

*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: AY 2024-2025: Fall 3 WTU; Spring 6 WTU

- TF Contract Total tab
 - Letter Code: CN1

Contract Status/Content | TF Contract Total

Beatrice Babbs Person ID: 015909049

Contract Data Find | View All First 2 of 2 Last

CSU Contract Number: 000047388 DeptID: 1142 Eff Date: 08/17/2023 Eff Seq: 0

Contract Total Detail Personalize | Find | View All First 1 of 1 Last

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-D	1142	Kinesiology	2358	335	5	2234	10000.000000	0.400000	6/15	4000.000	24000.000	6.00000	<input checked="" type="checkbox"/>	CN1		03/21/2024 9:15:43AM	010741445

Save Return to Search Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

- Press Save
- Add a row and enter spring information
 - To add a row, click on the + button at the upper right corner. The contract will show "1 of 2" above the + button

Contract Status/Content | TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Status/Content View All < 1 of 2 > + -

CSU Contract #: 000047604 DeptID: 1107

*Eff Date: 01/21/2025 Effective Sequence: 0 Contract Desc: BBunzel_AAS_AY 24-25

*Contract Status: Active Entitlement: .600 Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last + -

*Position Nbr: 00001288 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1107 African American Studies Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2252 Cycle: 2 *Comp Rate: 5200.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: AY 2024-2025: Fall 3 WTU; Spring 6 WTU

- Contract Status/Content section on Contract Status/Content tab
 - Effective Date: Start date of spring semester
 - Term End Date: End date of spring semester

Contract Status/Content TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Status/Content View All |< 1 of 2 >|

CSU Contract #: 000047604 DeptID: 1107

*Eff Date: 01/21/2025 Effective Sequence: 0 Contract Desc: BBunzel_AAS_AY 24-25

*Contract Status: Active Entitlement: .600 Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by: Approver1 Approver2 Approver3

- TF Contract Detail section on Contract Status/Content tab
 - Term: Spring semester term
 - Cycle: 2
 - Total WTU: Enter WTU if different from the fall semester
 - Comments: Enter information about fall and spring WTUs if different from the fall semester

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001288 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1107 African American Studies Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2252 Cycle: 2 *Comp Rate: 5200.000000

*Late Start? N Academic Days Paid: Total WTU: 6.000000

Comments: AY 2024-2025: Fall 3 WTU; Spring 6 WTU

- TF Contract Total tab
 - Letter Code: CN1

Contract Status/Content TF Contract Total

Beatrice Babbs Person ID: 015909049

Contract Data Find | View All First 1 of 2 Last

CSU Contract Number: 000047388 DeptID: 1142 Eff Date: 01/22/2024 Eff Seq: 0

Contract Total Detail Personalize | Find | 1 of 1 Last

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-D	1142	Kinesiology	2358	335	5	2234	10000.000000	0.400000	6/15	4000.000	24000.000	6.000000	<input checked="" type="checkbox"/>	CN1	03/21/2024 9:16:12AM	010741445	

Save Return to Search Notify Add Update/Display Include History Correct History

- Press Save

- Example of complete Contract Status/Content tab

Contract Status/Content TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Status/Content View All < 2 of 2 >

CSU Contract #: 000047604 DeptID: 1107

*Eff Date: 08/19/2024 Effective Sequence: 0 Contract Desc: BBunzel_AAS_AY 24-25

*Contract Status: Active Entitlement: .6 Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001288 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1107 African American Studies Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2244 Cycle: 4 *Comp Rate: 5200.000000

*Late Start? N Academic Days Paid: Total WTU: 3.000000

Comments: AY 2024-2025: Fall 3 WTU; Spring 6 WTU

Contract Status/Content TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Status/Content View All < 1 of 2 >

CSU Contract #: 000047604 DeptID: 1107

*Eff Date: 01/21/2025 Effective Sequence: 0 Contract Desc: BBunzel_AAS_AY 24-25

*Contract Status: Active Entitlement: .600 Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001288 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1107 African American Studies Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2252 Cycle: 2 *Comp Rate: 5200.000000

*Late Start? N Academic Days Paid: Total WTU: 6.000000

Comments: AY 2024-2025: Fall 3 WTU; Spring 6 WTU

- Example of complete TF Contract Total

Contract Status/Content | TF Contract Total

Buni Bunzel Person ID: 000558234

Contract Data Find | View 1 First 1-2 of 2 Last

CSU Contract Number: 000047604 DeptID: 1107 Eff Date: 01/21/2025 Eff Seq: 0

Contract Total Detail														Personalize	Find	First 1 of 1 Last		
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-A	1107	African American Studies	2358	335	2	2252	5200.000000	0.400000	6/15	2080.000	12480.000	6.00000	<input checked="" type="checkbox"/>	CN1	06/20/2024	06/20/2024 9:33:12PM	010741445	

Eff Date: 08/19/2024 Eff Seq: 0

Contract Total Detail														Personalize	Find	First 1 of 1 Last		
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-A	1107	African American Studies	2358	335	2	2244	5200.000000	0.200000	1/5	1040.000	6240.000	3.00000	<input checked="" type="checkbox"/>	CN1	06/20/2024	06/20/2024 9:33:12PM	010741445	

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

Contract Data: 12 Month Appointment

This example is regarding inputting data in CSU Contract Data for a faculty member on a 12 month contract

- Navigate to CSU Contract Data
- Click on the Add a New Value tab
- Empl ID: Enter ID number for faculty member
- Department: Enter 4 digit dept ID number

CSU Contract Data

Find an Existing Value **Add a New Value**

*Empl ID:

CSU Contract Number: NEW

*Department:

Add

- Contract Status/Content section on Contract Status/Content tab
 - Effective Date: Start date of the contract
 - Contract Desc:
 - Format: Name_Dept_Contract Type_Year
 - Contract Status: Active
 - Term End Date: End date of the contract
 - Date should be one year from the start date
 - Contract Type: 12 Month Appointment

Contract Status/Content TF Contract Total

Michael Ashley Person ID: 005245462

Contract Status/Content View All 2 of 2

CSU Contract #: 000047386 DeptID: 1629

*Eff Date: 06/01/2024 Effective Sequence: 0 Contract Desc: MAshley_OI_12mo AY 24-25

Contract Status: Active Entitlement: Term End Date: 05/31/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 002 12 Month Appointment

Approved by: Approver1 Approver2 Approver3

- TF Contract Detail section on Contract Status/Content tab
 - Position Nbr:
 - Dept: Auto populates
 - Term: 12 Month Faculty or Librarian
 - Cycle: 5
 - Late Start: N
 - Comp Rate: Ensure it falls within the Salary Schedule
 - Total WTU: Enter WTU
 - Comments: Enter information about the contract's WTUs

TF Contract Detail Find | View All First 1 of 1 Last

Position Nbr: 00014938 Lecturer 12 Mo Bus. Unit: SJ000 SJSU

Department: 1629 Office of Innovation Job Code: 2359 Sal Plan/Grd: 336 / 3

Term: 2234 Cycle: 5 *Comp Rate: 6934.000000

*Late Start? N Academic Days Paid: Total WTU: 15.00000

Comments: Summer 2024 6/1/2024-8/20/2024 WTU 15 full time

- TF Contract Total tab
 - Letter Code: CN1

Contract Status/Content TF Contract Total

Michael Ashley Person ID: 005245462

Contract Data Find | View All First 2 of 2 Last

CSU Contract Number: 000047386 DeptID: 1629 Eff Date: 06/01/2024 Eff Seq: 0

Contract Total Detail Personalize Find | View All First 1 of 1 Last

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 12 Mo	1629	Office of Innovation	2359	336	3	2234	6934.000000	1.000000	1/1	6934.000		15.00000	<input checked="" type="checkbox"/>	CN1	03/20/2024	03/20/2024 1:39:04PM	010741445

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

- Press Save
- Example of complete Contract Status/Content tab

Contract Status/Content TF Contract Total

Michael Ashley Person ID: 005245462

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: 000047386 DeptID: 1629

*Eff Date: 06/01/2024 Effective Sequence: 0 Contract Desc: MASHley_OI_12mo AY 24-25

*Contract Status: Active Entitlement: Term End Date: 05/31/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 002 12 Month Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00014938 Lecturer 12 Mo Bus. Unit: SJ000 SJSU

Department: 1629 Office of Innovation Job Code: 2359 Sal Plan/Grd: 336 / 3

Term: 2234 Cycle: 5 *Comp Rate: 6934.000000

*Late Start? N Academic Days Paid: Total WTU: 15.00000

Comments: Summer 2024 6/1/2024-8/20/2024 WTU 15 full time

- Example of complete TF Contract Total

Contract Status/Content TF Contract Total

Michael Ashley Person ID: 005245462

Contract Data Find | View All First 1 of 1 Last

CSU Contract Number: 000047386 DeptID: 1629 Eff Date: 06/01/2024 Eff Seq: 0

Contract Total Detail Personalize | Find | First 1 of 1 Last

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 12 Mo	1629	Office of Innovation	2359	336	3	2234	6934.000000	1.000000	1/1	6934.000		15.00000	<input checked="" type="checkbox"/>	CN1	03/20/2024	03/20/2024 1:39:04PM	010741445

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

Contract Data: Revision on start of semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

CSU Contract Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Empl ID: begins with []

CSU Contract Number: begins with []

Department: begins with []

Contract Status: = []

Term: begins with []

Description: begins with []

Name: begins with []

Last Name: begins with []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

- Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date

Contract Status/Content TF Contract Total

Beatrice Babbs Person ID: 015909049

Contract Status/Content View All 1 of 1

CSU Contract #: NEW DeptID: 1142

Eff Date: 08/17/2023 Effective Sequence: 0 Contract Desc: KIN_BBabbs_Fall 2023

*Contract Status: Active Entitlement: Term End Date: 12/19/2023

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

- Total WTU: Update this to contain the total WTUs that the faculty will be teaching for the semester
- Comments: Add a comment to document the update the WTUs

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001598 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 10000.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: Fall 23- 6 WTU
Revision 1: Fall 23 - 9 WTU

- Example of complete Contract Status/Content tab

Contract Status/Content TF Contract Total

Beatrice Babbs Person ID: 015909049

Contract Status/Content View All 1 of 1

CSU Contract #: NEW DeptID: 1142

*Eff Date: 08/17/2023 Effective Sequence: 0 Contract Desc: KIN_BBabbs_Fall 2023

*Contract Status: Active Entitlement: Term End Date: 12/19/2023

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001598 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 10000.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: Fall 23- 6 WTU
Revision 1: Fall 23 - 9 WTU

Contract Data: Revision after start of semester

This example is how to revise an AY contract after the start of a semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

CSU Contract Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:
 CSU Contract Number:
 Department:
 Contract Status:
 Term:
 Description:
 Name:
 Last Name:

Include History
 Correct History
 Case Sensitive

- Add a row by clicking the + button at the upper right corner

Contract Status/Content TF Contract Total

Beatrice Babbs Person ID: 015909049

Contract Status/Content View All 1 of 1

CSU Contract #: NEW DeptID: 1142

*Eff Date: 08/17/2023 Effective Sequence: 0 Contract Desc: KIN_BBabbs_Fall 2023

*Contract Status: Active Entitlement: Term End Date: 12/19/2023

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

- Effective Date: Date that faculty member will have a change to their WTUs after the start of the semester

Contract Status/Content TF Contract Total

Beatrice Babbs Person ID: 015909049

Contract Status/Content View All 1 of 2

CSU Contract #: NEW DeptID: 1142

*Eff Date: 10/01/2024 Effective Sequence: 0 Contract Desc: KIN_BBabbs_Fall 2023

*Contract Status: Active Entitlement: Term End Date: 12/19/2023

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

- Total WTU: Update this to contain the total WTUs that the faculty will be teaching for the semester
- Comments: Add a comment to document the update the WTUs

TF Contract Detail Find View All First 1 of 1 Last

*Position Nbr: 00001598 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 10000.000000

*Late Start? N Academic Days Paid: Total WTU: 9.00000

Comments: Fall 23- 6 WTU
Revision 1: On 10/1/24 for Fall 23 0 WTU

- Example of complete Contract Status/Content tab

Contract Status/Content TF Contract Total

Beatrice Babbs Person ID: 015909049

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: NEW DeptID: 1142

*Eff Date: 08/17/2023 Effective Sequence: 0 Contract Desc: KIN_BBabbs_Fall2023

*Contract Status: Active Entitlement: Term End Date: 12/19/2023

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001598 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 10000.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: Fall 23- 6 WTU

Contract Status/Content TF Contract Total

Beatrice Babbs Person ID: 015909049

Contract Status/Content View All |< 1 of 2 >|

CSU Contract #: NEW DeptID: 1142

*Eff Date: 10/01/2024 Effective Sequence: 0 Contract Desc: KIN_BBabbs_Fall 2023

*Contract Status: Active Entitlement: Term End Date: 12/19/2023

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001598 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 10000.000000

*Late Start? N Academic Days Paid: Total WTU: 9.00000

Comments: Fall 23- 6 WTU
Revision 1: On 10/1/24 for Fall 23 - 9 WTU

Contract Data: Terminate AY Contract on start of semester

This example is how to cancel an AY contract at or before the start of a semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

CSU Contract Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Empl ID:

CSU Contract Number:

Department:

Contract Status:

Term:

Description:

Name:

Last Name:

Include History
 Correct History
 Case Sensitive

- Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date
- Contract Status: Cancelled

Contract Status/Content TF Contract Total

Bria Baack Person ID: 016553069

Contract Status/Content View All |< 1 of 2 >|

CSU Contract #: 000047387 DeptID: 1111

*Eff Date: 01/22/2024 Effective Sequence: 0 Contract Desc: BBaack_History_AY 23-24

*Contract Status: Cancelled Entitlement: Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

- Total WTU: Zero (0)
 - If the faculty has an AY appointment and the faculty will not work during the fall and spring semester, update the Total WTU fields of all rows to zero (0)
- Comments: Add a comment to document that the faculty will not work

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001415 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1111 History Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2234 Cycle: 4 *Comp Rate: 6929.000000

*Late Start? N Academic Days Paid: Total WTU: 0.00000

Comments: Fall 23- 3 WTU; Spring 24- 3 WTU
Faculty resigned; will not work spring semester- 0 WTU

- Press Save
- Example of complete Contract Status/Content tab

Contract Status/Content		TF Contract Total	
Bria Baack		Person ID: 016553069	
Contract Status/Content View All 1 of 2			
CSU Contract #:	000047387	DeptID:	1111
*Eff Date:	01/22/2024	Effective Sequence:	0
*Contract Status:	Cancelled	Contract Desc:	BBaack_History_AY 23-24
Reg Region:	USA	Term End Date:	05/24/2024
Contract Type:	001 Academic Year Appointment	Multiple Term End Date:	
Approved by:	<input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3		
TF Contract Detail Find View All 1 of 1 Last			
*Position Nbr:	00001415 Lecturer AY-B	Bus. Unit:	SJ000 SJSU
Department:	1111 History	Job Code:	2358 Sal Plan/Grd: 335 / 3
Term:	2234	Cycle:	4
*Late Start?	N	*Comp Rate:	6929.000000
Academic Days Paid:		Total WTU:	0
Comments:	Fall 23- 3 WTU; Spring 24- 3 WTU Faculty resigned, will not work spring 24 - 0 WTU		

Contact Data: Terminate AY Contract on date after the start of the semester

This example is how to cancel an AY contract after the start of a semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

CSU Contract Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:

CSU Contract Number:

Department:

Contract Status:

Term:

Description:

Name:

Last Name:

Include History
 Correct History
 Case Sensitive

- Add a row by clicking the + button at the upper right corner

Contract Status/Content TF Contract Total

Bria Baack Person ID: 016553069

Contract Status/Content View All 1 of 3

CSU Contract #: 000047387 DeptID: 1111

*Eff Date: 03/21/2024 Effective Sequence: 0 Contract Desc: BBaack_History_AY 23-24

*Contract Status: Active Entitlement: Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001415 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1111 History Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2234 Cycle: 4 *Comp Rate: 6929.000000

*Late Start? N Academic Days Paid: Total WTU: 0.00000

Comments: Fall 23- 3 WTU; Spring 24- 3 WTU

- Effective Date: Date that faculty member stops working after the start of the semester

Contract Status/Content TF Contract Total

Bria Baack Person ID: 016553069

Contract Status/Content View All 1 of 3

CSU Contract #: 000047387 DeptID: 1111

*Eff Date: 02/01/2024 Effective Sequence: 0 Contract Desc: BBaack_History_AY 23-24

*Contract Status: Active Entitlement: Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

- Total WTU: Zero (0)
 - If the faculty has an AY appointment, update the Total WTU fields of all future dated rows to zero (0)
- Comments: Add a comment to document the date that the faculty stopped working

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001415 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1111 History Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2234 Cycle: 4 *Comp Rate: 6929.000000

*Late Start? N Academic Days Paid: Total WTU: 0.00000

Comments: Fall 23- 3 WTU; Spring 24- 3 WTU
Faculty resigned on 2/1/24- 0 WTU

- Press Save
- Example of complete Contract Status/Content tab

Contract Status/Content TF Contract Total

Bria Baack Person ID: 016553069

Contract Status/Content View All |< 3 of 3 >|

CSU Contract #: NEW DeptID: 1111

*Eff Date: 08/17/2023 Effective Sequence: 0 Contract Desc: BBaack_History_AY 23-24

*Contract Status: Active Entitlement: Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001415 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1111 History Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2234 Cycle: 4 *Comp Rate: 6929.000000

*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: Fall 23 - 3 WTU; Spring 24 - 3 WTU

Contract Status/Content TF Contract Total

Bria Baack Person ID: 016553069

Contract Status/Content View All | < 2 of 3 >

CSU Contract #: NEW DeptID: 1111

*Eff Date: 01/24/2024 Effective Sequence: 0 Contract Desc: BBaack_History_AY 23-24

*Contract Status: Active Entitlement: Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001415 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1111 History Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2234 Cycle: 4 *Comp Rate: 6929.000000

*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: Fall 23 - 3 WTU; Spring 24 - 3 WTU

Contract Status/Content TF Contract Total

Bria Baack Person ID: 016553069

Contract Status/Content View All | < 1 of 3 >

CSU Contract #: 000047387 DeptID: 1111

*Eff Date: 02/01/2024 Effective Sequence: 0 Contract Desc: BBaack_History_AY 23-24

*Contract Status: Active Entitlement: Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001415 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1111 History Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2234 Cycle: 4 *Comp Rate: 6929.000000

*Late Start? N Academic Days Paid: Total WTU: 0.00000

Comments: Fall 23- 3 WTU; Spring 24- 3 WTU
Faculty resigned on 2/1/24- 0 WTU

Contract Data: Terminate AY Entitlement Contract on start of semester

This example is how to cancel an AY contract at or before the start of a semester

This example is how to revise an AY contract at or before the start of a semester

- Navigate to CSU Contract Data
- Click on the Find an Existing Value tab
- Empl ID: Enter ID number for faculty member
- Press the Search button

CSU Contract Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:

CSU Contract Number:

Department:

Contract Status:

Term:

Description:

Name:

Last Name:

Include History
 Correct History
 Case Sensitive

- Go to the row that contains the Effective Date that reflects the start of the semester- Do not update the date
- Contract Status: Cancelled

Contract Status/Content TF Contract Total

Ashley Ash Person ID: 005823142

Contract Status/Content View All |< 2 of 2 >|

CSU Contract #: 000047611 DeptID: 1189

Eff Date: 08/17/2023 Effective Sequence: 0 Contract Desc: AAsh_AY23-24_Marketing

Contract Status: Canceled Entitlement: .500 Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date: 05/24/2024

Contract Type: 016 12.12 Entitlement - Yr 3 of 3

Approved by: Approver1 Approver2 Approver3

- Total WTU: Zero (0)
- Comments: Add a comment to document that the faculty will not work

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001603 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1189 Marketing & Business Analytics Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 9000.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: AY 23-24 Entitlement 3/3: Fall 3 WTU; Spring 6 WTU

- Press Save
- Example of complete Contract Status/Content tab

Contract Status/Content TF Contract Total

Ashley Ash Person ID: 005823142

Contract Status/Content View 1 |< 1-2 of 2 >|

CSU Contract #: 000047611 DeptID: 1189

*Eff Date: 01/24/2024 Effective Sequence: 0 Contract Desc: AAsh_AY23-24_Marketing

*Contract Status: Active Entitlement: .500 Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date: 05/24/2024

Contract Type: 016 12.12 Entitlement - Yr 3 of 3

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001603 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1189 Marketing & Business Analytics Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 9000.000000

*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: AY 23-24 Entitlement 3/3: Fall 3 WTU; Spring 6 WTU

*Eff Date: 08/17/2023 Effective Sequence: 0 Contract Desc: AAsh_AY23-24_Marketing

*Contract Status: Cancelled Entitlement: .500 Term End Date: 05/24/2024

Reg Region: USA Multiple Term End Date: 05/24/2024

Contract Type: 016 12.12 Entitlement - Yr 3 of 3

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00001603 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1189 Marketing & Business Analytics Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2234 Cycle: 4 *Comp Rate: 9000.000000

*Late Start? N Academic Days Paid: Total WTU: 0.00000

Comments: AY 23-24 Entitlement 3/3: Fall 3 WTU; Spring 6 WTU
Revision: Cancelled Fall 23: 0 WTU- plans to teach for spring 24 at 6 WTU

- Example of TF Contract Total tab

Contract Status/Content | TF Contract Total

Ashley Ash Person ID: 005823142

Contract Data Find | View 1 First 1-2 of 2 Last

CSU Contract Number: 000047611 DeptID: 1189 Eff Date: 01/24/2024 Eff Seq: 0

Contract Total Detail Personalize | Find | [Print] [Grid] First 1 of 1 Last

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-D	1189	Marketing & Business Analytics	2358	335	5	2234	9000.000000	0.400000	6/15	3600.000	21600.000	6.00000	<input checked="" type="checkbox"/>	CN1		06/24/2024 4:41:47PM	010741445

Eff Date: 08/17/2023 Eff Seq: 0

Contract Total Detail Personalize | Find | [Print] [Grid] First 1 of 1 Last

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-D	1189	Marketing & Business Analytics	2358	335	5	2234	9000.000000					0.00000	<input checked="" type="checkbox"/>	CN1		06/24/2024 4:43:29PM	010741445

Save Notify

Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Total

Generating the Appointment Form: Semester Appointment

- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- Select a Run Control ID

TF/TA/GA Appt-Revision Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
ACTIVELIST	English
RUN_PPT	English

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
 - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First line of Action Reason:
 - New hire: HIR/APT
 - New to department: HIR/CON
 - Reappointment: DTA/APT
 - Rehire: REH/REH
- Effective date: Leave blank
- Second line of Action Reason: Leave blank
- Initiating Official: Name of Chair
- Appointing Official: Name of Dean, Dean Designee, or DRO
- Dept Contact - Name & Ph.: Name and phone number of Department Admin
- Click the Run button

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList

Report Manager

Process Monitor

Run

*Empl ID: 014652976 Abubakr A. Bushanab
 *Contract Desc.: AAbushanab_Fall 24

Select a form

New Appointment Form Revision Form

Action HIR Reason APT

Effective Date [] Action [] Reason []

Initiating Official Dept Chair

Appointing Official DRO

Dept. Contact - Name & Ph. Dept Contact

Funding Changes

Department	Department Name	Fund Code	Class Field	Project	Percent	Effrt Date	End Date
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]

Save Return to Search Notify Add Update/Display

- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link

Process List Server List

View Process Request For

User ID 010741445 Type [] Last [] 3 Days Refresh
 Server [] Name [] Instance From [] Instance To [] Clear
 Run Status [] Distribution Status [] Save On Refresh Report Manager Reset

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4702795		SQR Report	SJTF010	010741445	03/18/2024 11:21:18AM PDT	Success	Posted	Details	Actions

- Click on the PDF link

View Log/Trace

Report

Report ID 2228825 Process Instance 4702795 Message Log
 Name SJTF010 Process Type SQR Report
 Run Status Success

TF/TA/GA Appt-Revision Form

Distribution Details

Distribution Node HBSJSTG Expiration Date 05/02/2024

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF010_4702795.log	1,663	03/18/2024 11:21:54.511212AM PDT
sjtf010_4702795.PDF	8,722	03/18/2024 11:21:54.511212AM PDT
sjtf010_4702795.out	171	03/18/2024 11:21:54.511212AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	010741445

Return

- The Appointment Form will appear. Save the form and route for signatures

**San Jose State University
Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form**

Appointment Form Print Date 06/20/24

Submit Form to: University Personnel

Questions? Email tempfaculty_ase_appointments@sjsu.edu

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
08/19/24	HIR	APT			

Employee ID	Empl Rcd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
014652976		Abubakr Abushanab	000047602 AAbushanab_Fall 24	19-AUG-2024	0
Contract Type	Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date	SSI Counter
006-Semester Appointment	20-DEC-2024				

Current Contract Data						Sal Plan /					
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2244	2024	4	00001325 / 1111 / History	2358	Lecturer AY-A	335 / 2	5,500.00	1,100.00	3.00000	0.200000	1/5

Job History										
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate	
There is no job history associated with this position.										

Comments (i.e., special compensation instructions) Fall 2024 Cycle:4--Fall 24 semester only at 3 WTU	<table border="1"> <thead> <tr> <th>Funding</th> <th>Dept</th> <th>Fund</th> <th>Class</th> <th>Proj</th> <th>Pct</th> <th>Effdt</th> <th>End Date</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td>Current:</td> <td>1111</td> <td>70000</td> <td></td> <td></td> <td>100.00</td> <td>07/01/23</td> <td></td> <td>History</td> </tr> <tr> <td>Change to</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name	Current:	1111	70000			100.00	07/01/23		History	Change to																	
	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name																												
	Current:	1111	70000			100.00	07/01/23		History																												
	Change to																																				

Initiating Official Dept Chair			Signature	Date	Department Contact: Name/Phone Dept Contact ESS Signoff/Date
Appointing Official DRO			Signature	Date	

Generating the Appointment Form: AY Appointment - Same FTE for AY

- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- Select a Run Control ID

TF/TA/GA Appt-Revision Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Search Results

View All First ◀ 1-2 of 2 ▶ Last

Run Control ID	Language Code
ACTIVELIST	English
RUN_PPT	English

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
 - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First line of Action Reason: Reason for the spring semester
 - If faculty member will have same WTU/FTE for the spring semester: DTA/APT
- Effective date: Start of fall semester
- Second line of Action Reason: Input the appropriate Action/Reason for the fall semester
 - New hire: HIR/APT
 - New to department: HIR/CON
 - Reappointment: DTA/APT
 - Rehire: REH/REH
- Initiating Official: Name of Chair
- Appointing Official: Name of Dean, Dean Designee, or DRO
- Dept Contact - Name & Ph.: Name and phone number of Department Admin
- Click the Run button

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList

Report Manager

Process Monitor

Run

*Empl ID: 006150014 Andy An

*Contract Desc.: AAn_SocialWork_AY 23-24

Select a form
 New Appointment Form Revision Form

Action DTA Reason APT

Effective Date 08/17/2023 Action HIR Reason APT

Initiating Official Chair Name

Appointing Official DRO Name

Dept. Contact - Name & Ph. Dept Admin x4-XXX

Funding Changes

Department	Department Name	Fund Code	Class Field	Project	Percent	Efft Date	End Date

Save Return to Search Previous in List Next in List Notify Add Update/Display

- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link

Process List Server List

View Process Request For

User ID 010741445 Type Last 3 Days Refresh

Server Name Instance From Instance To Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List Personalize Find View All First 1-22 of 22 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4702795		SQR Report	SJTF010	010741445	03/18/2024 11:21:18AM PDT	Success	Posted	Details	Actions

- Click on the PDF link

View Log/Trace

Report

Report ID 2228825 Process Instance 4702795 Message Log
 Name SJTF010 Process Type SQR Report
 Run Status Success

TF/TA/GA Appt-Revision Form

Distribution Details

Distribution Node HBSJSTG Expiration Date 05/02/2024

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF010_4702795.log	1,663	03/18/2024 11:21:54.511212AM PDT
sjtf010_4702795.PDF	8,722	03/18/2024 11:21:54.511212AM PDT
sjtf010_4702795.out	171	03/18/2024 11:21:54.511212AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	010741445

Return

- The Appointment Form will appear. Save the form and route for signatures

**San Jose State University
Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form**

Appointment Form Print Date 03/18/24

Submit Form to: University Personnel

Questions? Email tempfaculty_ase_appointments@sjsu.edu

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
01/22/24	DTA	APT	08/17/23	HIR	APT

Employee ID	Empl Recd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
006150014		Andy An	000047384 AAn_SocialWork_AY 23-24	22-JAN-2024	0
Contract Type		Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date
001-Academic Year Appointment		24-MAY-2024			
SSI Counter					

Current Contract Data											
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Sal Plan / Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2234	2023	4	00001578 / 1116 / School of Social Work	2358	Lecturer AY-D	335 / 5	8,101.00	1,620.20	3.00000	0.200000	1/5
2242	2024	2	00001578 / 1116 / School of Social Work	2358	Lecturer AY-D	335 / 5	8,101.00	1,620.20	3.00000	0.200000	1/5

Job History										
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate	
There is no job history associated with this position.										

Comments (i.e., special compensation instructions) Fall 2023 Cycle:4--Fall 23 3 WTU; Spring 24 3 WTU Spring 2024 Cycle:2--Fall 23 3 WTU; Spring 24 3 WTU	<table border="1"> <thead> <tr> <th>Funding</th> <th>Dept</th> <th>Fund</th> <th>Class</th> <th>Proj</th> <th>Pct</th> <th>Effdt</th> <th>End Date</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td>Current:</td> <td>1116</td> <td>70000</td> <td></td> <td></td> <td>100.00</td> <td>07/01/23</td> <td></td> <td>ColSocWork</td> </tr> <tr> <td>Change to</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name	Current:	1116	70000			100.00	07/01/23		ColSocWork	Change to																										
	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name																																					
	Current:	1116	70000			100.00	07/01/23		ColSocWork																																					
	Change to																																													

<table border="1"> <tr> <td>Initiating Official</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td>Chair Name</td> <td></td> <td></td> </tr> <tr> <td>Appointing Official</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td>DRO Name</td> <td></td> <td></td> </tr> </table>	Initiating Official	Signature	Date	Chair Name			Appointing Official	Signature	Date	DRO Name			Department Contact: Name/Phone Dept Admin x4-XXX ESS Signoff/Date
Initiating Official	Signature	Date											
Chair Name													
Appointing Official	Signature	Date											
DRO Name													

Generating the Appointment Form: AY Appointment - Different FTE for both semesters

- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- Select a Run Control ID

TF/TA/GA Appt-Revision Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Search Results

View All | First | 1-2 of 2 | Last

Run Control ID	Language Code
ACTIVELIST	English
RUN_PPT	English

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
 - New Appointment Form: Select this option for faculty being hired as new hires, new to department, and reappointments
- First line of Action Reason: Reason for spring semester
 - If faculty member will have different WTU/FTE for the spring semester: PAY/TBC
- Effective date: Start of fall semester
- Second line of Action Reason: Input the appropriate Action/Reason for the fall semester
 - New hire: HIR/APT
 - New to department: HIR/CON
 - Reappointment: DTA/APT
 - Rehire: REH/REH
- Initiating Official: Name of Chair
- Appointing Official: Name of Dean, Dean Designee, or DRO
- Dept Contact - Name & Ph.: Name and phone number of Department Admin
- Click the Run button

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList

Report Manager

Process Monitor

Run

*Empl ID: 006150014 Andy An

*Contract Desc.: AAn_SocialWork_AY 23-24

Select a form

New Appointment Form Revision Form

Action: PAY Reason: TBC

Effective Date: 08/17/2023 Action: DTA Reason: APT

Initiating Official: Chair Name

Appointing Official: DRO Name

Dept. Contact - Name & Ph.: Dean Name

Funding Changes

Department	Department Name	Fund Code	Class Field	Project	Percent	Eff Date	End Date

Save Return to Search Previous in List Next in List Notify Add Update/Display

- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link

Process List Server List

View Process Request For

User ID: 010741445 Type: Last 3 Days Refresh

Server: Name: Instance From: Instance To: Clear

Run Status: Distribution Status: Save On Refresh Report Manager Reset

Process List Personalize Find View All First 1-22 of 22 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4702795		SQR Report	SJTF010	010741445	03/18/2024 11:21:18AM PDT	Success	Posted	Details	Actions

- Click on the PDF link

View Log/Trace

Report

Report ID 2228825 Process Instance 4702795 Message Log
 Name SJTF010 Process Type SQR Report
 Run Status Success

TF/TA/GA Appt-Revision Form

Distribution Details

Distribution Node HBSJSTG Expiration Date 05/02/2024

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF010_4702795.log	1,663	03/18/2024 11:21:54.511212AM PDT
sjtf010_4702795.PDF	8,722	03/18/2024 11:21:54.511212AM PDT
sjtf010_4702795.out	171	03/18/2024 11:21:54.511212AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	010741445

Return

- The Appointment Form will appear. Save the form and route for signatures

**San Jose State University
Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form**

Appointment Form Print Date 06/20/24
Submit Form to: University Personnel
Questions? Email tempfaculty_ase_appointments@sjsu.edu

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
01/21/25	PAY	TBC	08/19/24	HIR	APT

Employee ID	Empl Rcd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
00058234		Buni Bunzel	000047604 BBunzel AAS AY 24-25	21-JAN-2025	0
Contract Type		Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date
001-Academic Year Appointment		23-MAY-2025			
SSi Counter					

Current Contract Data											
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Sal Plan / Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2244	2024	4	00001288 / 1107 / African American Studies	2358	Lecturer AY-A	335 / 2	5,200.00	1,040.00	3.00000	0.200000	1/5
2252	2025	2	00001288 / 1107 / African American Studies	2358	Lecturer AY-A	335 / 2	5,200.00	2,080.00	6.00000	0.400000	6/15

Job History										
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate	
There is no job history associated with this position.										

Comments (i.e., special compensation instructions) Fall 2024 Cycle:4--AY 2024-2025: Fall 3 WTU; Spring 6 WTU Spring 2025 Cycle:2--AY 2024-2025: Fall 3 WTU; Spring 6 WTU	<table border="1"> <thead> <tr> <th>Funding</th> <th>Dept</th> <th>Fund</th> <th>Class</th> <th>Proj</th> <th>Pct</th> <th>Effdt</th> <th>End Date</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td>Current:</td> <td>1107</td> <td>70000</td> <td></td> <td></td> <td>100.00</td> <td>07/01/23</td> <td></td> <td>AfricanAm</td> </tr> <tr> <td>Change to</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name	Current:	1107	70000			100.00	07/01/23		AfricanAm	Change to																										
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	Current:	1107	70000			100.00	07/01/23		AfricanAm																																					
	Change to																																													
Department Contact: Name/Phone Dept Admin																																														
Initiating Official Dept Chair																																														
Apportioning Official DRO																																														
ESS Signoff/Date																																														

Generating the Revision Form

- Navigate to TF/TA/GA Appt-Revision Form
- Click the Search button
- Select a Run Control ID

TF/TA/GA Appt-Revision Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
ACTIVELIST	English
RUN_PPT	English

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Select a form:
 - Revision Form: Select this option to update a faculty’s contract
- Semester: Select the appropriate semester in which the revision is taking place
- Revision Number: Enter the number of the revision
 - This is to document how many revisions has occurred for this faculty member for easier tracking with the department
- Effective date: Date that the revision takes effect
- Action Reason: Input the appropriate Action/Reason for the revision
 - Updating FTE/WTUs: PAY/TBC
 - Separation due to resignation: TER/RSN
 - Separation due to reasons other than resignation: TER/END
- Initiating Official: Name of Chair
- Appointing Official: Name of Dean, Dean Designee, or DRO
- Dept Contact - Name & Ph.: Name and phone number of Department Admin
- Click the Run button

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList

Report Manager Process Monitor

Run

*Empl ID: 005871749 Amy Abadilla

*Contract Desc.: AAbadilla_AY24-25_Music

Select a form

New Appointment Form Revision Form

Fall Spring

1 Revision Number

Effective Date 8/19/2024 Action PAY Reason TBC

Initiating Official Initiating Official

Appointing Official Appointing Official

Dept. Contact - Name & Ph. Dept Contact Name & Phone

- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link

Process List Server List

View Process Request For

User ID 010741445 Type Last 3 Days Refresh

Server Name Instance From Instance To Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4702795		SQR Report	SJTF010	010741445	03/18/2024 11:21:18AM PDT	Success	Posted	Details	Actions

- Click on the PDF link

View Log/Trace

Report

Report ID 2228825 Process Instance 4702795 Message Log
 Name SJTF010 Process Type SQR Report
 Run Status Success

TF/TA/GA Appt-Revision Form

Distribution Details

Distribution Node HBSJSTG Expiration Date 05/02/2024

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF010_4702795.log	1,663	03/18/2024 11:21:54.511212AM PDT
sjtf010_4702795.PDF	8,722	03/18/2024 11:21:54.511212AM PDT
sjtf010_4702795.out	171	03/18/2024 11:21:54.511212AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	010741445

Return

- The Appointment Form will appear. Save the form and route for signatures

**San Jose State University
TF/TA/GA Contract Revision Form**

TF/TA/GA Revision Form Print Date 07/09/24

Submit Form to: University Personnel

Questions? Email tempfaculty_ase_appointments@sjsu.edu

Fall Spring Revision

Revision Number 1

Effective Date Action* Reason*

Valid Action/Reason codes can be found on the web at www.sjsu.edu/depts/cms. Contact HR for Action/Reason codes not listed.
NOTE: To avoid delay in processing, an Action/Reason Code **MUST** be provided for changes in Contract Data.

Employee ID Empl Rcd Employee Name Contract Number & Description Effective Date Eff Seq

Contract Type Contract Expected End Date Multi Year End Date

Current Contract Data											
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Sal Plan / Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2244	2024	4	00001345 / 1202 / School of Music	2358	Lecturer AY-A	335 / 2	5,500.00	1,833.33	5.00000	0.333333	1/3
2252	2025	2	00001345 / 1202 / School of Music	2358	Lecturer AY-A	335 / 2	5,500.00	1,100.00	3.00000	0.200000	1/5

Job History									
Effdt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt	Chg Pct	Comp Rate
There is no job history associated with this position.									

Comments (i.e., special compensation instructions)
 Fall 2024 Cycle:4--AY24-25 at 3 WTU both semesters
 Revision: Fall 5 WTUs and Spring 3 WTUs
 Spring 2025 Cycle:2--AY24-25 at 3 WTU both semesters
 Revision: Fall 5 WTUs and Spring 3 WTUs

Initiating Official	Signature	Date
Initiating Official		
Appointing Official	Signature	Date
Appointing Official		

Department Contact:
Name/Phone Dept Contact Name & Phone
ESS Signoff/Date

Generating the Statement of Terms and Conditions

- Navigate to Temp Fac Contract by Emplid
- Click the Search button
- Select a Run Control ID

- Empl ID: Use the magnifying glass and enter the faculty’s employee ID number
- Contract Desc: Use the magnifying glass to select the appropriate contract
- Dean’s Name: Enter the name of the Dean or Dean Designee

TF Contract by Emplid

Run Control ID: ActiveList Report Manager Process Monitor Run

*Empl ID Andy An

*Contract

Dean's Name:

- Click the Run button
- Click the Ok button
- Click the Process Monitor button
- Click the Refresh button until the status in the Run Status says Success and the Distribution Status column says Posted
- Click on the Actions link
- Click on the View Log/Trace link

Process List Server List

View Process Request For

User ID Type Last 3 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh Report Manager

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Actions
<input type="checkbox"/>	4702797		SQR Report	SJTF006	010741445	03/18/2024 11:29:06AM PDT	Success	Posted	Details <input type="button" value="Details"/> <input type="button" value="Actions"/>

- Click on the PDF link

View Log/Trace

Report

Report ID 2228827 Process Instance 4702797 [Message Log](#)
 Name SJTF006 Process Type SQR Report
 Run Status Success

Temp Fac. Contract by Emplid

Distribution Details

Distribution Node HBSJSTG Expiration Date 05/02/2024

File List

Name	File Size (bytes)	Datetime Created
SQR_SJTF006_4702797.log	1,663	03/18/2024 11:29:41.855246AM PDT
sjtf006_4702797.PDF	12,500	03/18/2024 11:29:41.855246AM PDT
sjtf006_4702797.out	807	03/18/2024 11:29:41.855246AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	010741445

[Return](#)

- The Statement of Terms and Conditions will appear. Save the form and route for signatures

Common Action/Reasons for Appointment/Revision Form

- HIR/APT: New Hires
 - Use for new hires who never had an employment record in PeopleSoft and are receiving their first employment record.
- HIR/CON: Hire Concurrent
 - Use for faculty who already have records in PeopleSoft in a department but is being newly hired to an additional department
- DTA/APT: Reappointment
 - Use for faculty who are being reappointed; faculty worked in the most recent semester and has not been terminated and will continue to work in the same department and same job code as the prior semester.
- REH/REH: Rehires
 - Use for faculty who are currently inactive in their employment record and will be reactivated into the same department and same job code that they previously held.
- PAY/TBC: Update to Timbase/FTE/WTUs
 - Use to update the FTE/WTUs to a value that is not zero.
- TER/RSN: Separation due to resignation
 - Use to separate a faculty due to the specific reason of resignation. Paperwork that is submitted must include resignation letter.
- TER/END: Separation due to reasons other than resignation
 - Use to separate a faculty due to any reason that is not resignation.