



HCM 8.9 Business Process Guide
Create a Temporary Faculty Contract Addendum
Summer Appointments

Last Revised: 4/10/2009

(Updated to add 1) summer session cycles, 2) new process for full term contracts and 3) new transaction form.)

Contract Dates for Summer 2009:

Sessions	Session Dates	Processing Notes
Full Session	May 26 to August 3	May 26 to August 3 NEW: only build one contract for the full term, for the full number of WTUs
Session A	May 26 to June 26	May 26 - June 26
Session B	June 29 to August 3	June 29 - August 3
Special Sessions	varies	Use the actual dates of the special session. These dates MUST fall within the summer session dates (May 26 – August 3)

**HCM 8.9 Create a New Contract
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Introduction

This addendum addresses appointing faculty during Summer term using the CSU Temporary Faculty Contract process. The Create a Temporary Faculty Contract Business Process Guide, currently used for temporary faculty appointments, can be used to appoint Summer faculty following the modifications described in this Addendum.

Modifications

Contract Description

For all summer contracts, use the usual naming method: Dept, term, and faculty initials.

- **ENGL 2093 JA**

Contract Type

Summer contract type is limited to:

- **004 (Summer Pay)**

Position Number

For all summer faculty, use the dept's summer pool position number for job code 2457 (see Position Number table).

Salary Plan/Grade

Keep default of 1 (defaults from the contract type).

NEW Cycle

If the Cycle doesn't default in based on the effective dates entered above, enter

- **A** – for Session A
- **B** – for Session B
- **F** – for Full Session
- **S** – for Special Session

Compensation

1. For faculty with a **Spring** appt (in your dept), the current comp rate will default from Job Data.
2. For faculty with a **Fall** only appt, look up comp rate in Job Data.
3. For **former faculty**, check with APS to calculate a current comp rate.
4. For **new faculty**, enter 1.00 for the College to calculate comp rate.

The summer session "per WTU" rate is calculated from this comp rate and appears as the Monthly Rate on the TF Contract Total tab.

Comments

Use the comments field to indicate the session for the course(s) (i.e., **Session A, Session B, Full Session, or Special Session**).

Screen Shot

The screenshot displays the 'Contract Status/Content' and 'TF Contract Detail' tabs. Key fields are highlighted with red circles:

- Contract Desc:** ENGL 2093 JA
- Contract Type:** 004
- Position Nbr:** 00020303
- Cycle:** F
- Sal Plan/Grd:** 1
- Comments:** Full Session

Other visible fields include CSU Contract # (000002428), DeptID (D20024), Eff Date (05/26/2009), Contract Status (Active), Reg Region (USA), and Total WTU (3.00000).

Summer Sessions

Summer contracts must be entered by Session for pay purposes.

Session A or B appointments:

Use the appropriate session dates. Indicate "Session A" or "Session B" in the Comments box.

Special Session appointments:

Use the actual dates of the session. Indicate "Special Session" in the Comments box.

NEW Full Session appointments

Enter the effective dates for the full summer term.

If the Cycle does not default in, enter "F" for Full Session.

Enter the full number of WTUs for the course.

(Because pay is issued in 2 half payments, previously only 1/2 the WTUs were entered and a second contract was built. Now, create only one contract for the full number of WTUs.)

Session A, Session B, or Special Session:

The screenshot shows the 'Contract Status/Content' form for Jane Austen (Person ID: 010028353). The form is divided into two main sections: 'Contract Status/Content' and 'TF Contract Detail'. In the 'Contract Status/Content' section, the 'Eff Date' is 05/26/2009, 'Effective Sequence' is 1, 'Contract Status' is Active, 'Reg Region' is USA, 'Contract Type' is 004, and 'Contract Expected End Date' is 06/26/2009. In the 'TF Contract Detail' section, the 'Position Nbr' is 00020303, 'Department' is D20024, 'Term' is 2093, 'Cycle' is A, and 'Comments' is Session A. The 'Total WTU' is 4.00000. Navigation buttons at the bottom include Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, and Include History.

Full Session:

The screenshot shows the 'Contract Status/Content' form for Jane Austen (Person ID: 010028353). The form is divided into two main sections: 'Contract Status/Content' and 'TF Contract Detail'. In the 'Contract Status/Content' section, the 'Eff Date' is 05/26/2009, 'Effective Sequence' is 0, 'Contract Status' is Active, 'Reg Region' is USA, 'Contract Type' is 004, and 'Contract Expected End Date' is 08/03/2009. In the 'TF Contract Detail' section, the 'Position Nbr' is 00020303, 'Department' is D20024, 'Term' is 2093, 'Cycle' is F, and 'Comments' is Full Session. The 'Total WTU' is 3.00000. Navigation buttons at the bottom include Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, and Include History.

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Modifications

Mixed Session Appointments: For faculty with both a Session A and a Session B appointment, each will be entered separately.

1. Enter Session A dates.
2. Complete the contract/course information for Session A.
3. Enter "Session A/Session B" in the Comments box.
4. After saving the contract, click on the plus sign on the Contract Status/Content page to add a row.

Note: Remember that when you add a row, you only do so once on the Contract Status/Content section of the first tab. Do not add a row on the TF Contract Detail section!

5. The information entered for the first row will carry forward.
6. Enter Session B dates (the effective sequence number will remain 0 since the dates have changed).
7. Complete the contract/course information for Session B.

If you have some other mixed session combination (e.g., Full session and Session A), please contact APS for processing instructions.

Screen Shot

Mixed Session A and Session B:

Contract Status/Content | TF Contract Courses | TF Contract Total

William Gable Person ID: 010026676

Contract Status/Content

CSU Contract #: 000001886 DeptID: D20042

Eff Date: 05/27/2008 Effective Sequence: 0 Contract Desc: BIOL 2083 WFG

Contract Status: Active Entitlement: Contract Expected End Date: 06/27/2008

Reg Region: USA Multi-Year End Date:

Contract Type: 004 Immediate Pay - Semester

Approved by: Approver 1 Approver 2 Approver 3

TF Contract Detail

Position Nbr: 00020276 IF SUMMER SESS - STATE SUPPORT Bus. Unit: HMCMP HSU

Department: D20042 BIOLOGICAL SCIENCES Job Code: 2457 Sal Plan/Grd: 334 / 1

Term: 2083 Cycle: 1 Comp Rate: 4625.000000

Late Start? N Academic Days Paid: Total WTU: 4.00000

Comments: Session A / Session B

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

Contract Status/Content | TF Contract Courses | TF Contract Total

Contract Status/Content | TF Contract Courses | TF Contract Total

William Gable Person ID: 010026676

Contract Status/Content

CSU Contract #: 000001886 DeptID: D20042

Eff Date: 06/30/2008 Effective Sequence: 0 Contract Desc: BIOL 2083 WFG

Contract Status: Active Entitlement: Contract Expected End Date: 08/04/2008

Reg Region: USA Multi-Year End Date:

Contract Type: 004 Immediate Pay - Semester

Approved by: Approver 1 Approver 2 Approver 3

TF Contract Detail

Position Nbr: 00020276 IF SUMMER SESS - STATE SUPPORT Bus. Unit: HMCMP HSU

Department: D20042 BIOLOGICAL SCIENCES Job Code: 2457 Sal Plan/Grd: 334 / 1

Term: 2083 Cycle: 1 Comp Rate: 4625.000000

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Contract Status/Content | TF Contract Courses | TF Contract Total

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TF Contract Total

For Summer Session contracts, the Total row does not display the time base decimal or fraction, or the term rate, since these don't apply to summer payments.

The Monthly Rate becomes the "per WTU" rate calculated from the Compensation Rate entered on the Contract Status/Content page.

This is multiplied by the total WTUs to generate the Total Session Pay displayed on the Summer Transaction Form.

Example:

Comp rate = 4,625

Monthly rate (Per WTU rate) = 1,850
(4625 * 12) / 30

(Annual salary divided by 30 WTUs)

Session Pay = 5,550

1,850 * 3

(Monthly Rate * WTUs)

Screen Shot

See the Summer Pay Explanation at:

<http://www.humboldt.edu/~aps/docs/SummerPayExplanation.pdf>

