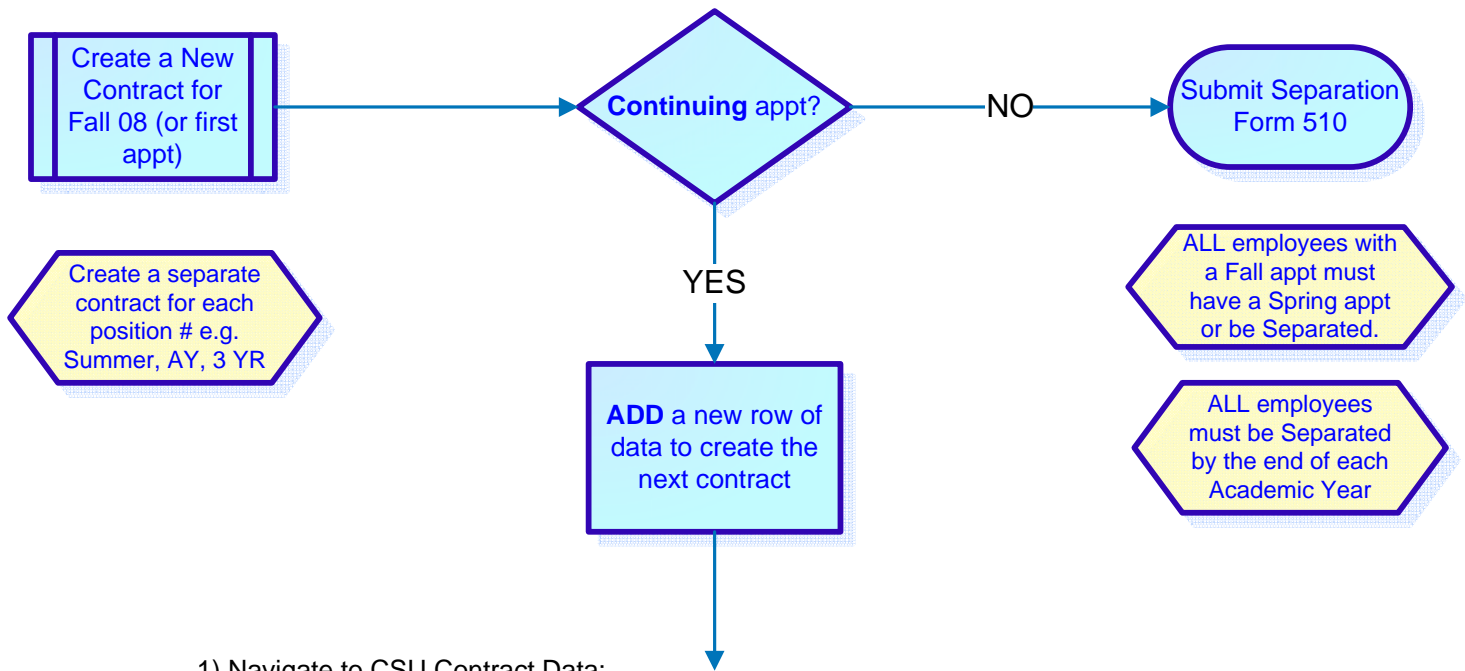


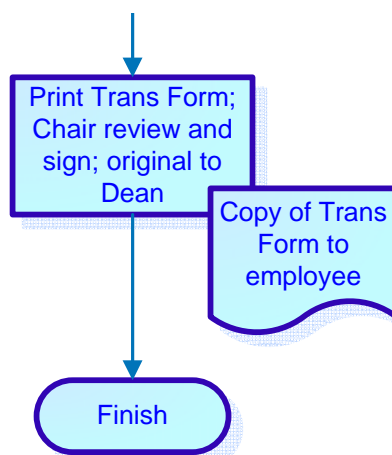
TF Contract Process

Multi-term Contracts (Stacking)

Navigation: CSU Temp Faculty > CSU Contract Data



- 1) Navigate to CSU Contract Data;
- 2) Select Contract using "Find an Existing Value";
- 3) **Add a row** using plus button; Data from previous contract row rolls forward.
- 4) **Change Effective Date;**
- 4) Check **Contract Desc.** Change for each year (e.g. ENGL 0708 CL to ENGL 0809 CL);
- 5) Change **Entitlement, Expected End Date, Multi-Year End Date** and **Contract Type**, as necessary;
- 5) **Change Term to 208x;**
- 6) Confirm **Comp Rate** (Current rate will default from Job Data);
- 7) Add comments; Comments also roll forward. Delete those that no longer apply to this contract.
- 8) Change course assignment, if necessary;
- 9) On **Total** page, enter appropriate **Letter Code**;
- 9) Save contract.



Refer to *Create a Temporary Faculty Contract Guide* and the *TF Contract Print Process Guides* for more information.