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Introduction

The CSU Temporary Faculty Contract Data component is used to process appointment data for lecturers.

Overview

Revisions to lecturers' appointments include:

- Cancelled appointments.
- Assignment changes that affect timebase, workload, or overall pay
- Corrections to data entry errors that affect timebase, workload, or overall pay

Any change that occurs **before** the appointment letter has been sent to the faculty member can be done using the [Correct History](#) function.

[Correct History](#) overwrites the data previously entered on the contract. This is also the method used to make changes to course assignments only when time base is **not** affected.

Any changes that occurs **after** the appointment letter is sent to the faculty member **and** will change the time base (increases or decreases) and/or salary are done by inserting another row, with a new effective sequence number, and updating the contract data. This is also the method used to cancel an appointment.

After the corrections/revisions/cancellations have been completed, a new Lecturer Transaction Form should be provided to the faculty member.

Revising a Temporary Faculty Contract

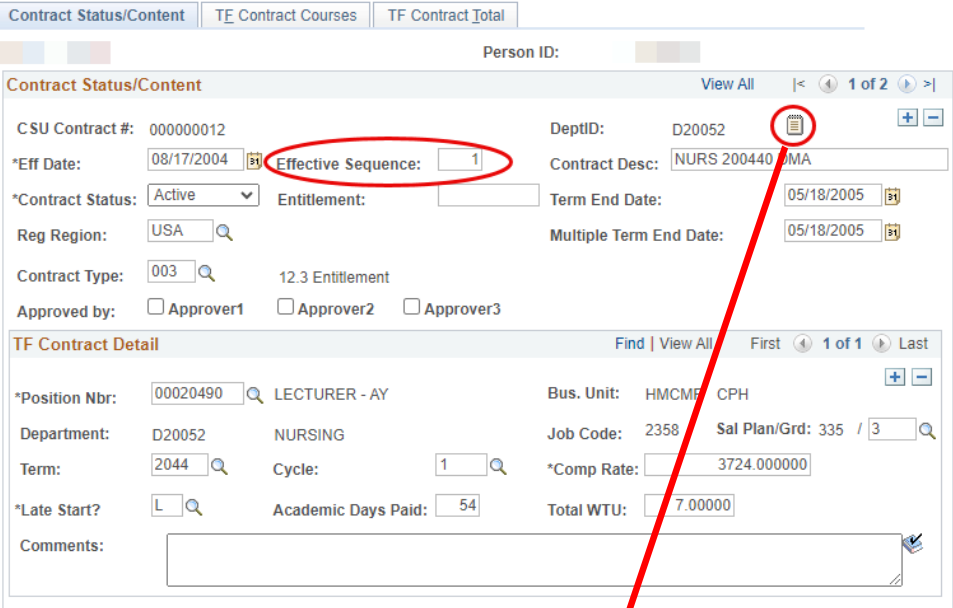
The first step in Revising a Temporary Faculty Contract is to navigate to the [CSU Contract Data](#) page and search for the existing contract.



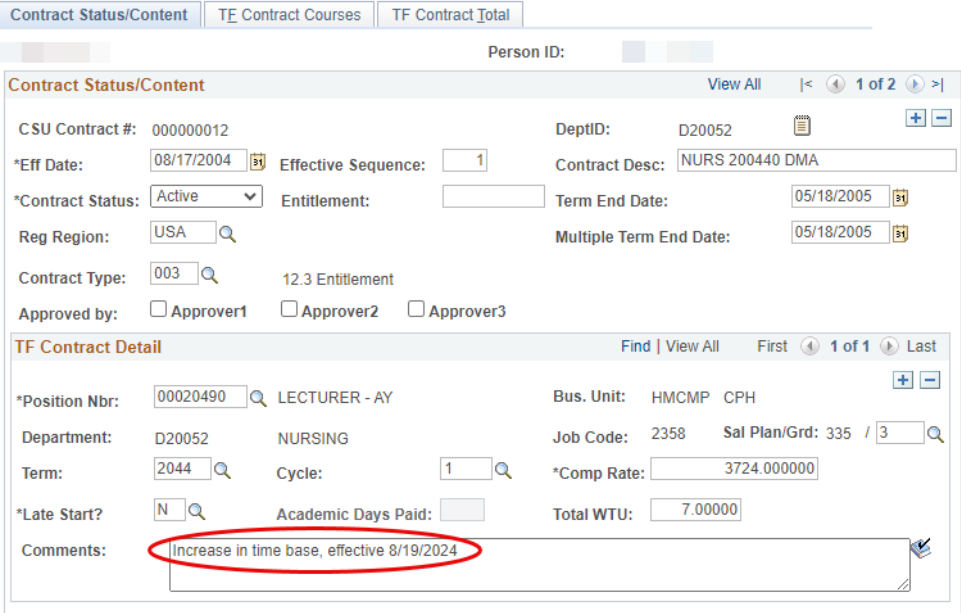
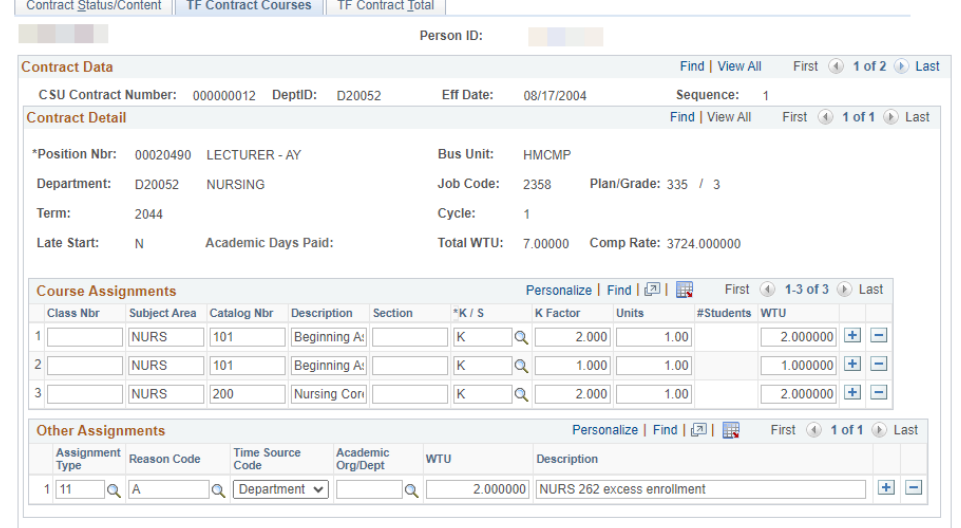
Please see the [Create a Temporary Faculty Contract](#) guide for more detailed information and field definitions.



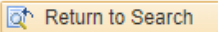
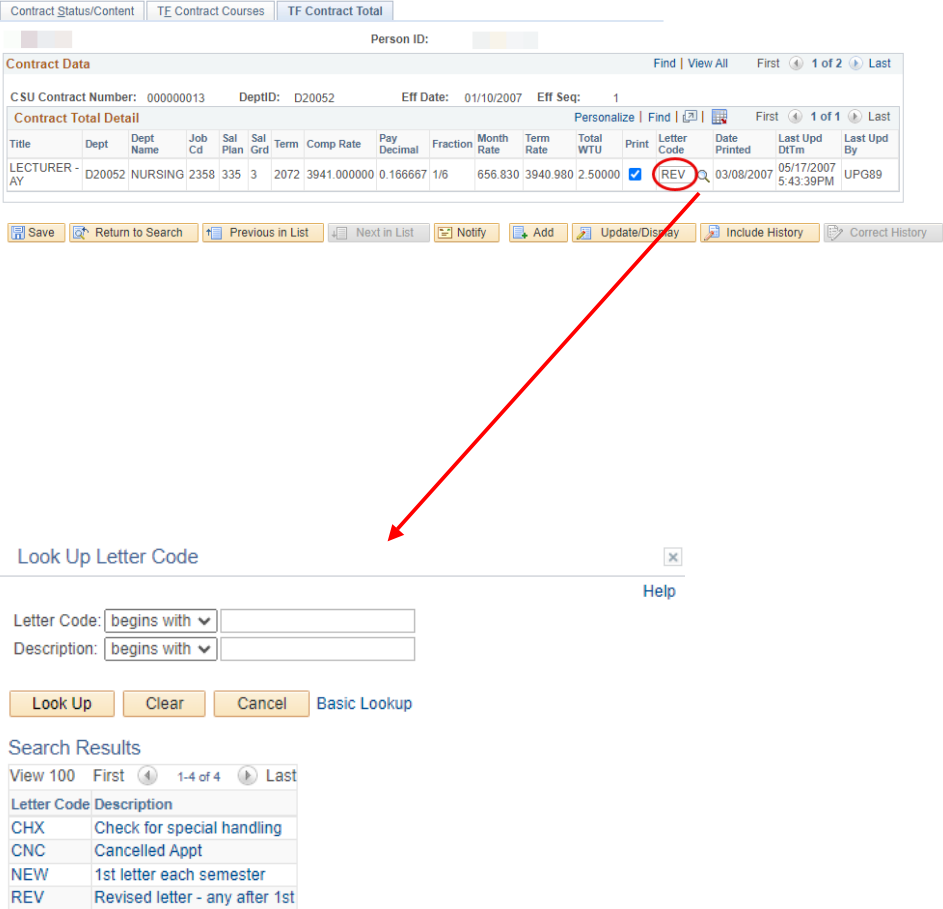
Navigation: CSU Temp Faculty → CSU Contract Data

Processing Steps	Screen Shot																								
<ol style="list-style-type: none"> Click on Find an Existing Value Enter one or more of the following Search Criteria (e.g. Last Name, Empl ID, Department). Click on the <input type="button" value="Search"/> button. Select the contract you wish to revise. <p>The Contract Status/Content page displays.</p>	<p>CSU Contract Data</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p> <p>▼ Search Criteria</p> <p>Empl ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>CSU Contract Number: <input type="text" value="begins with"/> <input type="text"/></p> <p>Department: <input type="text" value="begins with"/> <input type="text"/></p> <p>Contract Status: <input type="text" value="="/> <input type="text"/></p> <p>Term: <input type="text" value="begins with"/> <input type="text"/></p> <p>Description: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> <p>Search Results</p> <p>View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>CSU Contract Number</th> <th>Term</th> <th>Department</th> <th>Description</th> <th>Contract Status</th> <th>Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td></td> <td>000000012</td> <td>2044</td> <td>D20052</td> <td>NURS 200440 DMA</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td></td> <td>000000013</td> <td>2072</td> <td>D20052</td> <td>NURS 200720 DMA</td> <td>Active</td> <td></td> <td></td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p>	Empl ID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name		000000012	2044	D20052	NURS 200440 DMA	Active				000000013	2072	D20052	NURS 200720 DMA	Active		
Empl ID	CSU Contract Number	Term	Department	Description	Contract Status	Name	Last Name																		
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Processing Steps	Screen Shot
<p>Contract Status/Content Page</p> <p><i>To revise or cancel a contract (after the appointment letter has been sent to the faculty member), you must insert a new contract row:</i></p> <ol style="list-style-type: none"> Click on the <input type="button" value="+"/> button to insert a new row. <ul style="list-style-type: none"> The contract data you entered in the previous appointment will default forward into the new row. The Effective Date only defaults to the current date which may not be correct. <ul style="list-style-type: none"> Check and edit the Effective Date if needed. Change the date to the correct date for the revision. 	<p>Contract Status/Content TF Contract Courses TF Contract Total</p> <p>Person ID: <input type="text"/></p> <p>Contract Status/Content View All 1 of 2</p> <p>CSU Contract #: 000000013 DeptID: D20052</p> <p>*Eff Date: 01/10/2007 Effective Sequence: 1</p> <p>*Contract Status: Active Entitlement: <input type="text"/></p> <p>Reg Region: USA Term End Date: 05/16/2007</p> <p>Contract Type: 006 Multiple Term End Date: 05/16/2007</p> <p>Approved by: <input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3</p> <p>TF Contract Detail Find View All 1 of 1</p> <p>*Position Nbr: 00020490 LECTURER - AY</p> <p>Department: D20052 NURSING Bus. Unit: HMCMP CPH</p> <p>Term: 2072 Cycle: 1</p> <p>*Late Start? N Academic Days Paid: <input type="text"/></p> <p>Job Code: 2358 Sal Plan/Grd: 335 / 3</p> <p>*Comp Rate: 3941.000000</p> <p>Total WTU: 2.50000</p> <p>Comments: <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p> <p>Contract Status/Content TF Contract Courses TF Contract Total</p>

Processing Steps	Screen Shot										
<p>3. Change the Effective Sequence</p> <ul style="list-style-type: none"> The Sequence defaults to 0. Every contract revision with the same effective date must have a new sequence number – increase the sequence by 1. Click on View All on the Contract Status/Content navigation bar to see all previous contract rows and the last sequence #. The Effective Date and the Effective Sequence work in combination to differentiate each contract revision. One or the other must be different than on the original appointment. If the Effective Date of the revision is different than that of the original appointment, the Effective Sequence remains at 0. If the Effective Date of the revision is the same the Effective Sequence is increased by one. <p>4. Enter a note on the Notepad explaining the reason for the revision.</p>	 <p>The screenshot shows the 'Contract Status/Content' interface. In the 'Contract Status/Content' section, the 'Effective Sequence' field is highlighted with a red circle and contains the value '1'. A red arrow points from this field down to the 'Temp Faculty Notepad' section.</p> <p>Temp Faculty Notepad</p> <p>Instructions</p> <p>Selection Criteria</p> <p>ID: [] C SU Contract Nb: 000000012 *DeptID: D20052 *Eff Date: 2004-08-17 Earliest Note Date [] End []</p> <p>Selected Note(s)</p> <p>Delete Select All Notes Clear Selections</p> <p>Add a New Note Return To: Contract Data page</p> <p>Existing Notes Personalize Find []</p> <table border="1"> <thead> <tr> <th>DeptID</th> <th>Eff Date</th> <th>Created</th> <th>Subject</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>D20052</td> <td>2004-08-17</td> <td>08/06/2024 1:24PM</td> <td>Excess enrollment</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Return To: Contract Data page</p>	DeptID	Eff Date	Created	Subject	Select	D20052	2004-08-17	08/06/2024 1:24PM	Excess enrollment	<input type="checkbox"/>
DeptID	Eff Date	Created	Subject	Select							
D20052	2004-08-17	08/06/2024 1:24PM	Excess enrollment	<input type="checkbox"/>							

Processing Steps	Screen Shot
<p>5. Enter a Comment (see standard comments) stating the reason for the revision, e.g. Increase in time base. This will print on the transaction form.</p> <p>Click on the TF Contract Courses tab</p> <p>6. To make changes to <u>Course Assignments</u> and (<u>Other Assignments</u>):</p> <ul style="list-style-type: none"> Click the  to add another course. Click the  to delete a course. 	
<p>7. Continue with corrections to the course assignments, as appropriate.</p> <ul style="list-style-type: none"> Refer to the Create a Temporary Faculty Contract guide for further instructions and field definitions if needed. 	

Processing Steps	Screen Shot
<p>TF Contract Total Page</p> <p>Review your revisions. If any data needs to be corrected, return to appropriate page and re-enter.</p> <ol style="list-style-type: none"> 1. Accept the default for the Print flag. 2. Enter the Letter Code: REV 3. Click the  Save button. <ul style="list-style-type: none"> • Once the contract has been saved, any corrections to this contract row must be done in Correction Mode, using  4. Return to Search  to access the main Search page. 5. Print the Transaction Form using either Batch Print or Individual Print (see Guide). After the dept chair approves, send a copy to the lecturer and forward a copy to the College office for approval. 	 <p>The screenshot shows the 'TF Contract Total' page. At the top, there are tabs for 'Contract Status/Content', 'TF Contract Courses', and 'TF Contract Total'. Below this is a 'Person ID' field. The main section is 'Contract Data' with a 'Find View All' link and pagination 'First 1 of 2 Last'. Contract details include: CSU Contract Number: 000000013, DeptID: D20052, Eff Date: 01/10/2007, Eff Seq: 1. Below this is a 'Contract Total Detail' table with columns: 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. The 'Print' checkbox is checked, and the 'Letter Code' is 'REV', which is circled in red. A red arrow points from this 'REV' to the 'Look Up Letter Code' search results below. The search results table shows: CHX (Check for special handling), CNC (Cancelled Appt), NEW (1st letter each semester), and REV (Revised letter - any after 1st).</p>

Cancelled Contracts

To cancel a lecturer's appointment, use the same steps as for a contract revision:

Search for the contract using "Find an Existing Value";

Select the contract to be cancelled.

On the **Contract Content/Status** page:

Top section (*Contract Content/Status*):

- Insert a row with a new effective sequence number (increased by 1 from the previous row).
- Add a note on the **Notepad**, explaining the reason for the cancellation.
- Change the **Contract Status** to **Cancelled**.

Bottom section (*TF Contract Detail*):

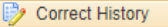
- Reduce WTUs to **0**
- In the **Comments** section, enter: "**Cancel appt.**"

On **TF Contract Courses** page *do not* change courses or WTUs

On the **TF Contract Total** page, confirm that the WTUs display as "0".

- Enter the **Letter Code** of **CNC**. Print and process the transaction form.

Correction Mode

Once the contract is saved, you must be in **Correction Mode** (using ) to update or revise information on the **Contract Status/Content** and **TF Contract Courses** pages.

Correction Mode allows you to overwrite the data you have previously entered. This should be used only to correct data entry or errors before the appointment letter has been sent to the faculty member, or to make changes to course assignments that don't affect pay.

The lecturer's contract record should reflect a history of the initial appointment, and all revisions. When Correct History is used, the original data is lost.

CAUTION: The Correct History button will "gray out" when clicked, to indicate you are working in Correction Mode. You will stay in Correction Mode until you uncheck the Correct History box on the Search page, or until you leave the current session (log out of PeopleSoft).

Once you have made your corrections to the contract, print and send a new transaction form.

Change in Course Assignment Only

For changes to course or other assignments that do not affect pay, i.e. the total WTUs remain the same, use **Correction Mode**.

On the **Contract Content/Status** page, enter "**Change in assignment only**" in the **Comments** section.

On the **TF Contract Courses** page, add, delete or change course assignments.

On the **TF Contract Total** page, confirm that there is no change to the lecturer's time base and salary.

Print and process the transaction form (department chair approval then distribution to faculty member).

Note that APS will not send another appointment notification to the lecturer for an assignment change only.

Tables of Valid Values (partial)

Contract Status/Content Page

Contract Status

HSU uses the following 2 values:

Contract Status	Description
Active	This is the default value and should only be changed if an appt is cancelled.
Cancelled	This status is used when you cancel a contract that has already been processed (see Revise Temporary Faculty Contract Guide for more information.)

Comments

The Comments field replaces some of the information formerly entered on the Transaction Form. All Comments will print on the Form. For new contracts, indicate whether the employee is a "[new hire](#)" or a "[rehired annuitant](#)".

For revised contracts, indicate the reason for the revision, as follows:

Comment	Type	Definition/Use
New hire	New	A new lecturer appt. May have worked on campus previously, (e.g. TA), but is new to the lecturer category. Forward copy of the vita with Transaction Form.
Rehired annuitant	New	Any faculty member (lecturer or tenured) who is being appt'd after retirement (NOT FERP). Total WTUs for the year shall not be more 50% of the WTUs taught in the fiscal year prior to retirement.
Increase in time base, effective xx/xx/xx	Revised	Enter the date that the increase in pay becomes effective, normally the beginning of the semester.
Decrease in time base, effective: xx/xx/xx	Revised	Enter the date that the decrease in pay becomes effective, normally the beginning of the semester. To avoid overpayments to the lecturer, process these as soon as possible, and notify APS.
Cancel Appt	Revised	Reduce WTUs to 0 on the Contract Status/Content page.
Change in assignment only	Correct History	Use when course assignment is changed, but the WTUs remain the same – i.e. no change to pay. Use Correct History to change the course assignment.

TF Contract Total Page

Letter Code

Code	Action	Description
NEW	New appt	1 st appt letter for each semester.
REV	Revised appt	Revised contract – any change after the 1 st letter.
CNC	Cancelled appt	Cancelled appt – if the initial contract has been processed.
CHX	Special handling	For any contract that needs special processing – not currently used at Department level.