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**Processing Steps**


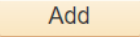

The first step in Creating a New Temp Faculty Contract is to navigate to the correct PeopleSoft page and enter the appointment information for the contract.

**Create a New Temp Faculty Contract**

The CSU Temporary Faculty Contract Data component is used to process appointment data for lecturers. Once entered, this data is used by the Department to print the Lecturer Transaction Form (LTF), by APS to generate the lecturer’s appointment notification email, and by Payroll to complete the onboarding into Job Data to ensure correct payment.

- ❶ To create a contract, the lecturer must have an Empl ID – either an already existing ID, or an ID create through the PageUp onboarding process. Please contact APS for questions regarding hiring new temporary faculty.
- ❷ This component refers to the temporary faculty “contract”, or the lecturer’s appointment. The “contract” that is printed at the end of this process is called a Lecturer Transaction Form (LTF). At the end of the process, the lecturer will receive an email appointment notification from APS. For our purposes, the “contract” conveys the details of the lecturer’s appointment (appointment dates, entitlement information, course assignments, etc).


**Navigation: CSU Temp Faculty → CSU Contract Data**

Processing Steps	Screen Shot
<ol style="list-style-type: none"> <li>1. Click on the <b>Add a New Value</b> . (<b>Important:</b> if employee already has a contract from previous semester you would use <b>Find Existing Value</b> and stack on top of previous contract by adding a row, see <a href="#">Stacking Process Flowchart</a>)</li> <li>2. Enter <b>Empl ID</b>. Use the  to search by name for the Empl ID.</li> <li>3. Accept the default <b>CSU Contract Number “NEW”</b> (grayed out). This number is assigned by the system. See <b>Contract Description</b> (below) for contract number.</li> <li>4. Enter the <b>Department</b> number, e.g. D20023</li> <li>5. Click on the  button.</li> </ol>	 <p>The screenshot shows the 'CSU Contract Data' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are three input fields: '*Empl ID:' with the value '012412605', 'CSU Contract Number:' with the value 'NEW', and '*Department:' with the value 'D20023'. Each input field has a magnifying glass icon to its right. At the bottom of the form is an 'Add' button. Below the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.</p>

**Contract Status/Content Page Steps**

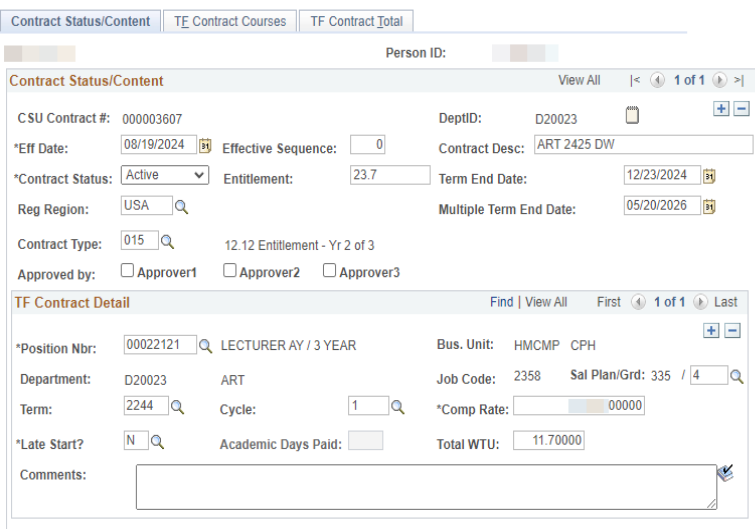
Use the Contract Status/Content page to enter basic information about the lecturer’s appointment, including the beginning and ending dates, type of appointment, compensation, position number, term, WTUs and any comments.


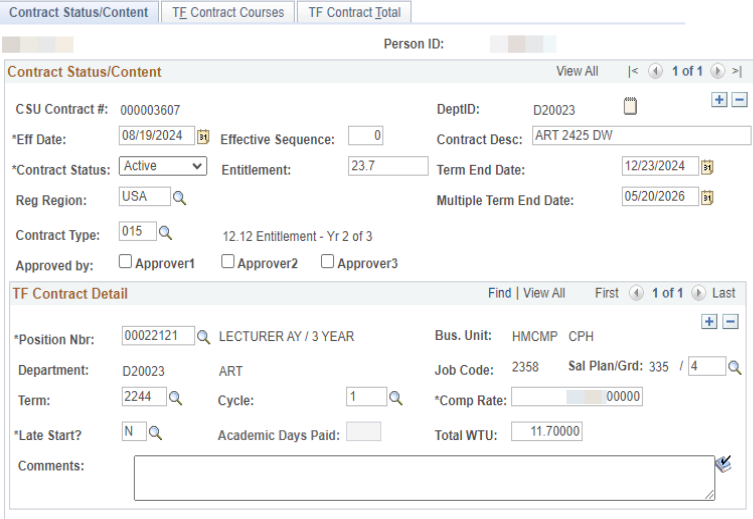
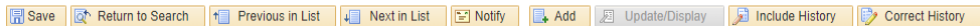
Note: Because of your security access, you are limited to creating contracts only for your department(s).

- ❗ Contracts are created one semester at a time. For an academic year appt, you first create the contract for fall semester. At a later date, you will add a row and stack the contract for next semester worked or revisions.
- ❗ Once the contract is saved, you must be in **Correction Mode** (using ) to update or revise information on the **Contract Status/Content** pages.
- ❗ Detailed information about each field is provided in the **Field Definitions** section at the end of this Guide.

\*\*\* This guide is written for creating lecturer contracts. Fields with \*\*\* indicate special instructions for FERP, TA and GA contracts, found on Page 5 – Special Instructions for FERP, GA and TA Appointments.

Navigation: CSU Temp Faculty → CSU Contract Data: Contract Status/Content tab

Processing Steps	Screen Shot
<p><b>Contract Status Content:</b></p> <ol style="list-style-type: none"> <li>Enter the <b>Effective Date***</b> for the start of the temporary appointment, normally, the first day of the semester.                             <ul style="list-style-type: none"> <li>➢ 8/xx/20xx- Fall; 1/xx/20xx-Spr</li> </ul> </li> <li>The <b>Effective Date</b> will default to the current date. Override it by manually entering the correct date, if necessary.</li> <li>Accept the <b>Effective Sequence</b> default of 0.</li> <li>Enter the <b>Contract Description***</b> The format for the <b>Contract Description</b> is: DEPT Term Lecturer’s Initials e.g. ENGL 2244 JW  Accept the default <b>Contract Status</b> of “Active”.</li> <li>Our campus uses only “Active” or “Cancelled”</li> <li>Enter the <b>Entitlement</b> WTUs for lecturers that have a AY or 3YR appt. The entitlement WTUs will be on the lecturer appointment eligibility spreadsheet that was provided to you by APS). The entitlement WTUs is for the year.</li> <li>Enter the <b>Term End Date***</b>. The term end date is the end of the semester, regardless of the type of appointment.                             <ul style="list-style-type: none"> <li>➢ 12/xx/20xx for Fall</li> <li>➢ 05/xx/20xx for Spring</li> </ul> </li> </ol>	 <p>Contract Status/Content   TF Contract Courses   TF Contract Total</p> <p>Person ID: [redacted]</p> <p>Contract Status/Content View All   &lt; 1 of 1 &gt;</p> <p>C.SU Contract #: 000003607 DeptID: D20023</p> <p>*Eff Date: 08/19/2024 Effective Sequence: 0 Contract Desc: ART 2425 DW</p> <p>*Contract Status: Active Entitlement: 23.7 Term End Date: 12/23/2024</p> <p>Reg Region: USA Multiple Term End Date: 05/20/2026</p> <p>Contract Type: 015 12.12 Entitlement - Yr 2 of 3</p> <p>Approved by: <input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3</p> <p>TF Contract Detail Find   View All First 1 of 1 Last</p> <p>*Position Nbr: 00022121 LECTURER AY / 3 YEAR Bus. Unit: HMCMP CPH</p> <p>Department: D20023 ART Job Code: 2358 Sal Plan/Grd: 335 / 4</p> <p>Term: 2244 Cycle: 1 *Comp Rate: 00000</p> <p>*Late Start? N Academic Days Paid: Total WTU: 11.70000</p> <p>Comments: [text area]</p> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History</p> <p>Contract Status/Content   TF Contract Courses   TF Contract Total</p>

Processing Steps	Screen Shot
<p>7. Accept the <b>Regulatory Region</b> default of "USA".</p> <p>8. Enter the <b>Multiple Term End Date</b></p> <ul style="list-style-type: none"> <li>This is the end date of a lecturer's AY or 3 year appt, if semester appt only leave this field blank.</li> <li>See Contract Reminders under Temporary Faculty Contracts AY year for correct dates to use: <a href="#">APS Guides &amp; Resources webpage</a>.</li> </ul> <p>9. Enter the <b>Contract Type</b>.***</p> <ul style="list-style-type: none"> <li>There are several different contract types depending on the status of the lecturer, e.g. lecturer with semester appt only, AY lecturer, 3 year lecturer in year 1, 3 year lecturer in year 2, etc.</li> <li>Click on  for list of all values.</li> <li>For incumbent lecturers, refer to your dept's "Lecturer Appointment Eligibility Spreadsheet" for the correct type of appt.</li> </ul> <p>10. Skip the <b>Approved by</b> boxes</p>	
<p><b><u>TF Contract Detail:</u></b></p> <p>11. Enter the <b>Position Number</b>***</p> <ul style="list-style-type: none"> <li>This is the department pool position number for part-time lecturers, or for part-time 3YR lecturers.</li> <li>Each <u>full-time</u> lecturer has unique position numbers.</li> <li>See the "<a href="#">Position Number</a>" table on the APS website.</li> <li>The position # will automatically populate the Business Unit, Department, Job Code, and Sal Plan/Grade.</li> </ul> <p>12. <b>Check</b> the <b>Salary Grade</b> ***= the lecturer's range. The default is a "standard" value assigned to the pool position # and could be incorrect. Check with your college for correct salary grade if unknown or accept the default value for college review.</p> <p>13. Enter the <b>Term</b> for the contract.</p> <ul style="list-style-type: none"> <li>Term number = unique four digit code to designate year and semester. Examples: <ul style="list-style-type: none"> <li>&gt; 2244 = Fall 2024</li> <li>&gt; 2252 = Spring 2025</li> </ul> </li> </ul>	

Processing Steps	Screen Shot
<p>14. Accept the <b>Cycle</b> default of "1".</p> <p>15. Enter the <b>Comp Rate</b> = Full time Salary Rate (Monthly Base Pay). Can be found on the Compensation tab of Job Data.</p> <ul style="list-style-type: none"> <li>The <b>Compensation Rate</b> will be multiplied by the time base fraction (derived from the total WTUs) to calculate the monthly salary rate. (The monthly salary rate will display on the <b>TF Contract Total</b> page.)</li> </ul> <p>16. Accept the <b>Late Start</b> default of "N"</p> <p>17. Skip <b>Total WTU</b></p> <ul style="list-style-type: none"> <li>The <b>Total WTU</b> field will populate based on the courses that are entered on the next page <b>TF Contract Courses</b>.</li> <li>NOTE: Total WTUs may never be greater than 15.0. If the total workload is greater than 15 WTUs please contact APS.</li> </ul> <p>18. Enter <b>Comments</b>, if applicable                      Ex: "New hire", "Rehired annuitant", etc. Also used for revisions.  <b>Comments will print on the LTF</b></p> <p>Next Click the <b>TF Contract Courses</b> tab at the top of the page.</p>	<p>The screenshot shows a web application interface for managing faculty contracts. At the top, there are three tabs: 'Contract Status/Content', 'TF Contract Courses', and 'TF Contract Total'. The 'Contract Status/Content' tab is active, displaying a form with various contract details. Below this, the 'TF Contract Detail' tab is also active, showing more specific information about the position and workload. At the bottom of the screen, there is a navigation bar with buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>

**Special Instructions for FERP, GA, and TA appointments:**

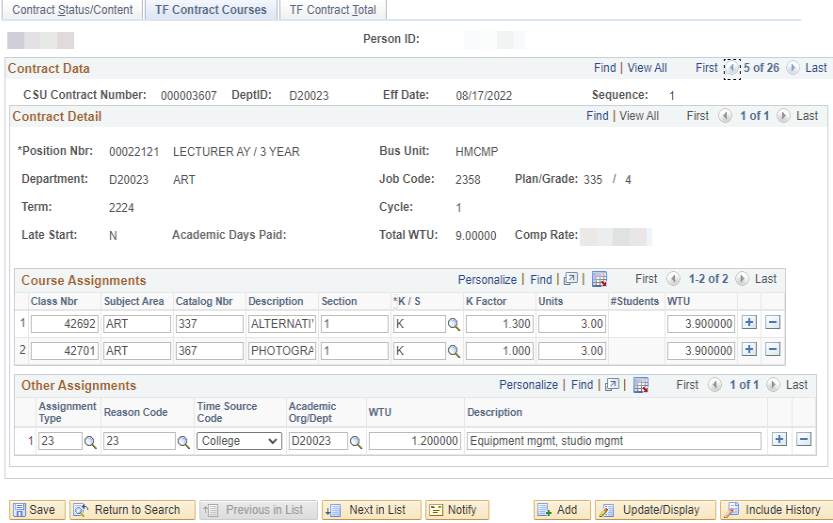
Field	Instructions
<b>Effective Date:</b>	<p><b>FERP and TA:</b> same as lecturer dates – beginning of semester  <b>GA:</b> Fall = 9/1/20xx; Spring = 1/1/20xx (may change every year by a day or two based on Green and Gold calendar)</p>
<b>Contract Description:</b>	<p>Same as for Lecturers (Dept Term Number Initials) with the additional identifier, as follows: <b>FERP:</b> Use <b>FP</b> prior to the contract description to designate a FERP appt</p> <ul style="list-style-type: none"> <li>➤ <b>Ex: FP ENGL 2244 ABC</b></li> </ul> <p><b>TA:</b> Use <b>TA</b> prior to the contract description to designate a Teaching Associate appt</p> <ul style="list-style-type: none"> <li>➤ <b>Ex: TA BIOL 2244 ABC</b></li> </ul> <p><b>GA:</b> Use <b>GA</b> prior to the contract description to designate a Graduate Assistant appt</p> <ul style="list-style-type: none"> <li>➤ <b>Ex: GA KRA 2244 ABC</b></li> </ul>
<b>Contract Expected End Date:</b>	<p><b>FERP and TA:</b> same as lecturer dates – end of semester or end of academic year  <b>GA:</b> Fall = 1/30/20xx (may change every year by a day or two based on payday for the month of January (check Green and Gold calendar);  Spring = 6/30/20xx (this may also change every year, check Green and Gold calendar.</p>
<b>Contract Type:</b>	<p><b>FERP, TA, and GA:</b> Only 2 contract types are used:</p> <ul style="list-style-type: none"> <li>➤ <b>006</b> (1 semester appt, normally used)</li> <li>➤ <b>001</b> (academic year appt, not commonly used - reach out to APS before using. )</li> </ul>
<b>Position Number:</b>	<p><b>FERP, TA, and GA:</b> Use the dept’s pool position number for each of these appts. (See the Position Number table on the APS web site, or use the look-up feature.)</p>
<b>Salary Grade:</b>	<p><b>FERP:</b> Use rank at time of retirement (override if necessary)</p> <ul style="list-style-type: none"> <li>➤ <b>4</b> (Associate Prof)</li> <li>➤ <b>5</b> (Professor)</li> </ul> <p><b>TA and GA:</b></p> <ul style="list-style-type: none"> <li>➤ <b>1</b> (should default in from the position number – double check)</li> </ul> <p>All other steps to enter contract data for FERP faculty, Teaching Associates, and Graduate Associates are identical to those for Lecturers. This includes the use of the same letter codes, use of the Notepad, and use of the Comments box to record new hires or changes to timebase, etc.</p>




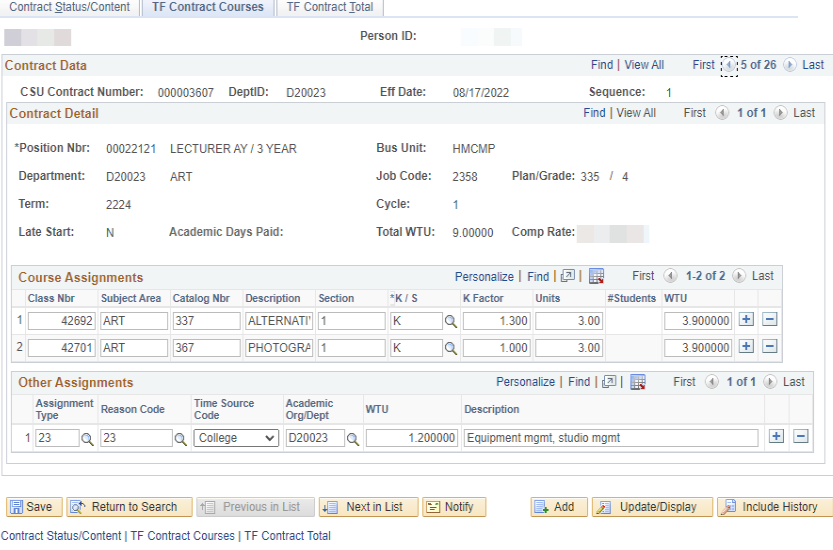
**TF Contract Courses Page Steps**

Use this page to enter the lecturer’s course assignments and any non-teaching assignments (Assigned Time) to generate the total WTUs for the appt.

**i** The information listed at the top of this page is for display purposes only and comes from the information entered on the **Contract Status/Content** page.

**Navigation: CSU Temp Faculty → CSU Contract Data: TF Contract Courses tab**

Processing Steps	Screen Shot																																										
<p><b>Course Assignments:</b></p> <p><b>NOTE:</b> WTUs do not automatically calculate when you enter units and # of sections. You must manually enter these values under the WTU heading.</p> <ol style="list-style-type: none"> <li>1. Enter <b>Class Nbr</b> (optional).</li> <li>2. Enter <b>Subject Area</b> e.g. ENGL, PSCI, ENRS etc,</li> <li>3. Enter <b>Catalog Number</b> = course number e.g. 105, 306 etc.</li> <li>4. Enter <b>Description</b> (optional). e.g. can be used to differentiate special topics courses, lab sections, etc for clarity, if desired.</li> <li>5. Enter <b>Section #</b> = number of sections of each course taught</li> <li>6. <b>K/S factor</b>. Defaults as K. Change to S if supervised instruction course. <b>Supervised instruction courses must be entered on the first rows of the course assignment section.</b></li> <li>7. Enter <b>Class Units</b> = Either the Student Credit Units, OR “per student” unit values for supervised instruction.                     <ul style="list-style-type: none"> <li>➢ .33 for 499; .50 for 699</li> </ul> </li> <li>8. If an S-factor course is entered, the <b>Students</b> box will display. Enter <b>Students</b> = Enrollment, only for S-factor courses.</li> <li>9. Enter <b>WTU</b> = Student Credit Units multiplied by mode of instruction (K-factor).</li> </ol>	 <p>The screenshot shows the 'TF Contract Courses' tab in a web application. At the top, there are navigation tabs: 'Contract Status/Content', 'TF Contract Courses', and 'TF Contract Total'. Below this is a 'Person ID' field. The main content area is divided into three sections:</p> <ul style="list-style-type: none"> <li><b>Contract Data:</b> Includes fields for CSU Contract Number (000003607), DeptID (D20023), Eff Date (08/17/2022), and Sequence (1).</li> <li><b>Contract Detail:</b> Shows *Position Nbr (00022121), LECTURER AY / 3 YEAR, Bus Unit (HMCMP), Department (D20023 ART), Job Code (2358), Plan/Grade (335 / 4), Term (2224), Cycle (1), Late Start (N), Academic Days Paid, Total WTU (9.00000), and Comp Rate.</li> <li><b>Course Assignments:</b> A table with columns: Class Nbr, Subject Area, Catalog Nbr, Description, Section, *K / S, K Factor, Units, #Students, and WTU. It contains two rows:             <table border="1"> <thead> <tr> <th>Class Nbr</th> <th>Subject Area</th> <th>Catalog Nbr</th> <th>Description</th> <th>Section</th> <th>*K / S</th> <th>K Factor</th> <th>Units</th> <th>#Students</th> <th>WTU</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>42692</td> <td>ART</td> <td>337</td> <td>ALTERNATI</td> <td>1</td> <td>K</td> <td>1.300</td> <td>3.00</td> <td>3.900000</td> </tr> <tr> <td>2</td> <td>42701</td> <td>ART</td> <td>367</td> <td>PHOTOGRA</td> <td>1</td> <td>K</td> <td>1.000</td> <td>3.00</td> <td>3.900000</td> </tr> </tbody> </table> </li> <li><b>Other Assignments:</b> A table with columns: Assignment Type, Reason Code, Time Source Code, Academic Org/Dept, WTU, and Description. It contains one row:             <table border="1"> <thead> <tr> <th>Assignment Type</th> <th>Reason Code</th> <th>Time Source Code</th> <th>Academic Org/Dept</th> <th>WTU</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>23</td> <td>College</td> <td>D20023</td> <td>1.200000</td> <td>Equipment mgmt, studio mgmt</td> </tr> </tbody> </table> </li> </ul> <p>At the bottom of the screenshot, there are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History.</p>	Class Nbr	Subject Area	Catalog Nbr	Description	Section	*K / S	K Factor	Units	#Students	WTU	1	42692	ART	337	ALTERNATI	1	K	1.300	3.00	3.900000	2	42701	ART	367	PHOTOGRA	1	K	1.000	3.00	3.900000	Assignment Type	Reason Code	Time Source Code	Academic Org/Dept	WTU	Description	1	23	College	D20023	1.200000	Equipment mgmt, studio mgmt
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<ul style="list-style-type: none"> <li>The total WTUs entered here will populate the WTU field on the first page, <b>Contract Status/Content</b> and on the <b>TF Contract Total</b> page.</li> </ul> <p>10. Click the  to add another course. Click the  to delete a course.</p> <p><b>Other Assignments:</b></p> <ul style="list-style-type: none"> <li>If appt includes Assigned Time, complete the following:</li> </ul> <p>11. Enter <b>Assignment Type</b> and <b>Reason Code</b> if applicable. For list of codes and their uses see the <a href="#">Assigned Time Guide</a></p> <ul style="list-style-type: none"> <li>Use the  to search for values or see the Assigned Time Codes in the Assigned Time Guide</li> <li>If the appropriate code is not available please put in description of the assigned time.</li> </ul> <p>13. Enter <b>Time Source Code</b> = funding level. Use drop down box to select correct value.</p> <p>14. Enter Academic Org/Dept ID as applicable.</p> <p>15. Enter <b>WTU</b> value</p> <ul style="list-style-type: none"> <li>The WTUs entered here will be added to the WTUs entered in the <b>Course Assignments</b> section, and will populate the WTU field on the <b>Contract Status/Content</b> page and on the <b>TF Contract Total</b> page.</li> </ul> <p>16. Enter <b>Description</b> of assignment using format found in the Assigned Time Guide.</p> <p>Next click the <b>TF Contract Total Tab</b> on the top of the page.</p>	 <p>The screenshot shows the 'TF Contract Courses' page. At the top, there are tabs for 'Contract Status/Content', 'TF Contract Courses', and 'TF Contract Total'. Below the tabs, there is a search bar for 'Person ID:'. The main content area is divided into several sections:</p> <ul style="list-style-type: none"> <li><b>Contract Data:</b> Displays 'CSU Contract Number: 00003607', 'DeptID: D20023', 'Eff Date: 08/17/2022', and 'Sequence: 1'. It includes navigation links like 'Find   View All' and 'First 5 of 26 Last'.</li> <li><b>Contract Detail:</b> Shows '*Position Nbr: 00022121 LECTURER AY / 3 YEAR', 'Bus Unit: HMCMP', 'Department: D20023 ART', 'Job Code: 2358', 'Plan/Grade: 335 / 4', 'Term: 2224', 'Cycle: 1', 'Late Start: N', 'Academic Days Paid:', and 'Total WTU: 9.00000 Comp Rate:'.</li> <li><b>Course Assignments:</b> A table with columns: Class Nbr, Subject Area, Catalog Nbr, Description, Section, *K / S, K Factor, Units, #Students, and WTU. It lists two assignments:             <table border="1"> <thead> <tr> <th>Class Nbr</th> <th>Subject Area</th> <th>Catalog Nbr</th> <th>Description</th> <th>Section</th> <th>*K / S</th> <th>K Factor</th> <th>Units</th> <th>#Students</th> <th>WTU</th> </tr> </thead> <tbody> <tr> <td>42692</td> <td>ART</td> <td>337</td> <td>ALTERNATI</td> <td>1</td> <td>K</td> <td>1.300</td> <td>3.00</td> <td></td> <td>3.900000</td> </tr> <tr> <td>42701</td> <td>ART</td> <td>367</td> <td>PHOTOGR</td> <td>1</td> <td>K</td> <td>1.000</td> <td>3.00</td> <td></td> <td>3.900000</td> </tr> </tbody> </table> </li> <li><b>Other Assignments:</b> A table with columns: Assignment Type, Reason Code, Time Source Code, Academic Org/Dept, WTU, and Description. It shows one assignment:             <table border="1"> <thead> <tr> <th>Assignment Type</th> <th>Reason Code</th> <th>Time Source Code</th> <th>Academic Org/Dept</th> <th>WTU</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>23</td> <td>College</td> <td>D20023</td> <td>1.200000</td> <td>Equipment mgmt, studio mgmt</td> </tr> </tbody> </table> </li> </ul> <p>At the bottom of the screenshot, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The page title at the bottom is 'Contract Status/Content   TF Contract Courses   TF Contract Total'.</p>	Class Nbr	Subject Area	Catalog Nbr	Description	Section	*K / S	K Factor	Units	#Students	WTU	42692	ART	337	ALTERNATI	1	K	1.300	3.00		3.900000	42701	ART	367	PHOTOGR	1	K	1.000	3.00		3.900000	Assignment Type	Reason Code	Time Source Code	Academic Org/Dept	WTU	Description	23	23	College	D20023	1.200000	Equipment mgmt, studio mgmt
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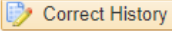

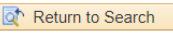
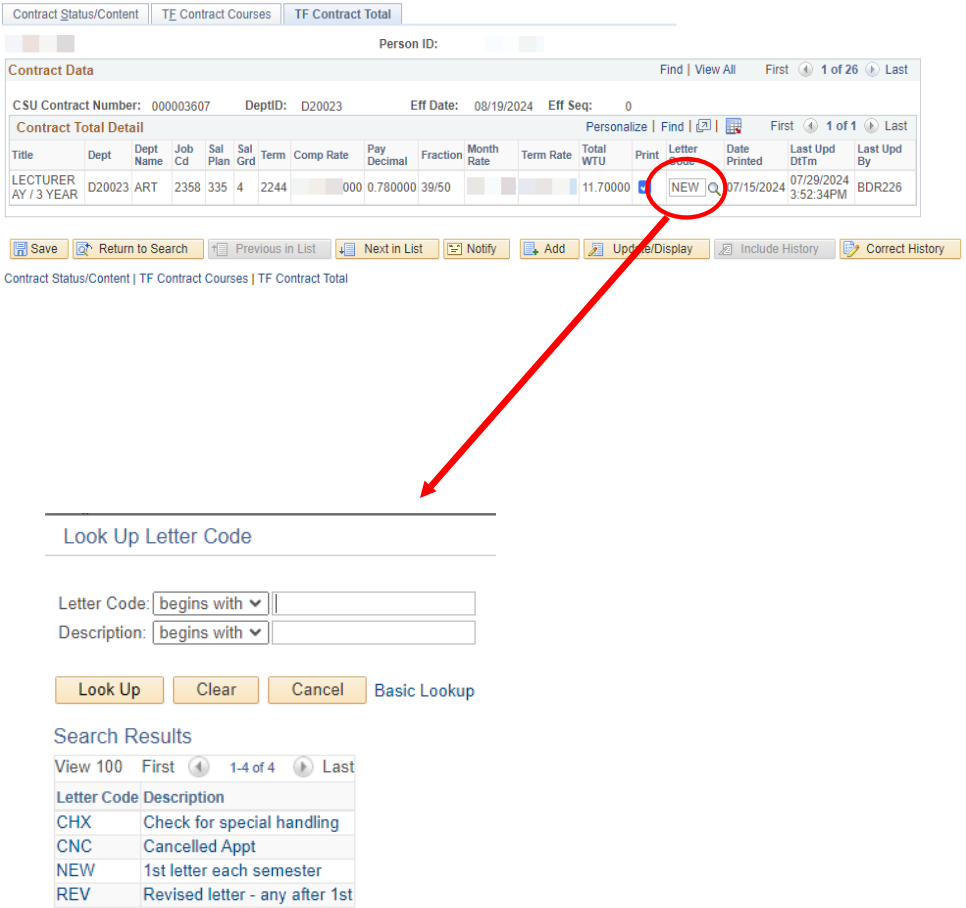



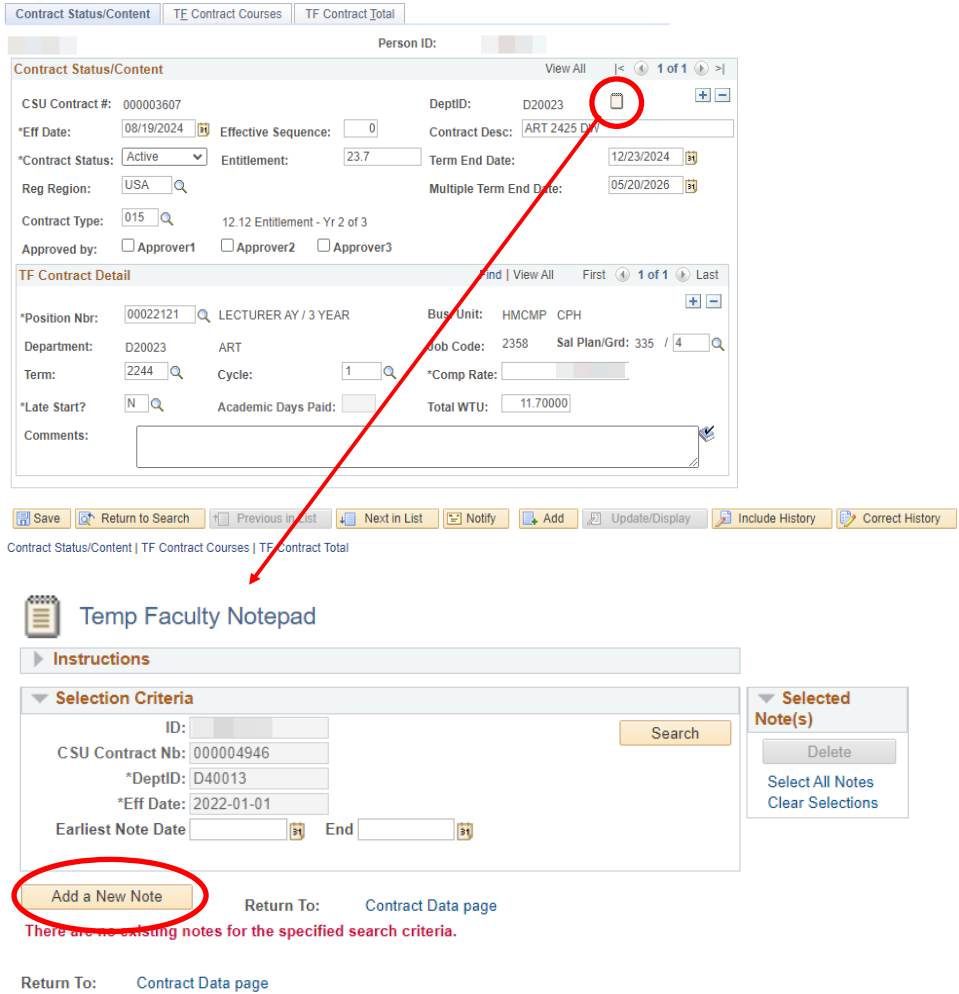
**TF Contract Total Page Steps**



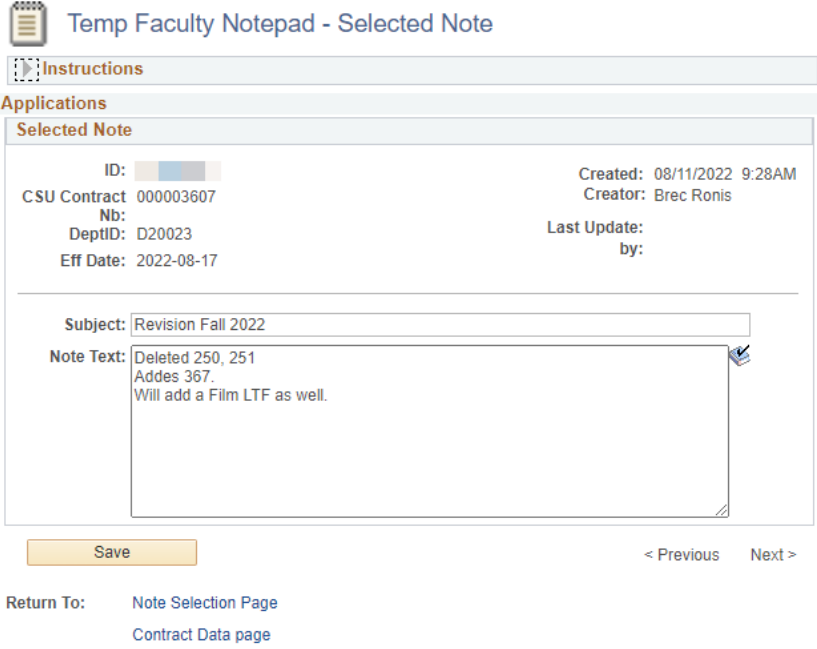
Use this page to review all of the contract information entered and to prepare the record for printing the transaction form. Contracts may be printed either in a “batch” as a group, or individually.

- 1 The information listed at the top of this page is for display purposes only and is populated based on the information entered on the other pages in this contract.

**Navigation: CSU Temp Faculty → CSU Contract Data: TF Contract Total tab**

Processing Steps	Screen Shot																																														
<p>Upon review, if any data needs to be corrected, return to appropriate page and re-enter.</p> <ol style="list-style-type: none"> <li>1. Accept the default for the <b>Print</b> flag.</li> <li>2. Enter the <b>Letter Code</b> <ul style="list-style-type: none"> <li>• The <b>Letter Code</b> is used by APS to determine which type of appt notification to send the lecturer, NEW, REVISED, CANCEL – every contract is NEW at the beginning of each semester. See table for codes on page 11 of this document.</li> </ul> </li> <li>3. Click the  button.                     <ul style="list-style-type: none"> <li>• Once the contract has been saved, any revisions must be done in <b>Correction Mode</b>, using .</li> </ul> </li> <li>4. Click on Add  to create other contracts, or on Return to Search  to access the main Search page.</li> <li>5. Print the contract (LTF) using either Batch Print or Individual Print (see Guides). Route for approval to your dept chair and college office College using their established procedures. Final approval to APS for Payroll processing.</li> <li>6. Provide a copy of the approved LTF to the lecturer. *Important as this serves as their course assignment notification. The APS appointment letters will not contain any specific course info.</li> </ol>	 <p>The screenshot shows the 'TF Contract Total' page with the following details:</p> <ul style="list-style-type: none"> <li><b>Contract Data:</b> CSU Contract Number: 000003607, DeptID: D20023, Eff Date: 08/19/2024, Eff Seq: 0</li> <li><b>Contract Total Detail Table:</b> <table border="1"> <thead> <tr> <th>Title</th> <th>Dept</th> <th>Dept Name</th> <th>Job Cd</th> <th>Sal Plan</th> <th>Sal Grd</th> <th>Term</th> <th>Comp Rate</th> <th>Pay Decimal</th> <th>Fraction</th> <th>Month Rate</th> <th>Term Rate</th> <th>Total WTU</th> <th>Print</th> <th>Letter Code</th> <th>Date Printed</th> <th>Last Upd DTTm</th> <th>Last Upd By</th> </tr> </thead> <tbody> <tr> <td>LECTURER AY / 3 YEAR</td> <td>D20023</td> <td>ART</td> <td>2358</td> <td>335</td> <td>4</td> <td>2244</td> <td>0.000</td> <td>0.780000</td> <td>39/50</td> <td></td> <td></td> <td>11.70000</td> <td></td> <td>NEW</td> <td>07/15/2024</td> <td>07/29/2024 3:52:34PM</td> <td>BDR226</td> </tr> </tbody> </table> </li> <li><b>Look Up Letter Code Section:</b> <p>Letter Code: <input type="text" value="begins with"/>   <input type="text"/></p> <p>Description: <input type="text" value="begins with"/>   <input type="text"/></p> <p>Buttons:    <a href="#">Basic Lookup</a></p> </li> <li><b>Search Results Table:</b> <table border="1"> <thead> <tr> <th>Letter Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CHX</td> <td>Check for special handling</td> </tr> <tr> <td>CNC</td> <td>Cancelled Appt</td> </tr> <tr> <td>NEW</td> <td>1st letter each semester</td> </tr> <tr> <td>REV</td> <td>Revised letter - any after 1st</td> </tr> </tbody> </table> </li> </ul>	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 / 3 YEAR	D20023	ART	2358	335	4	2244	0.000	0.780000	39/50			11.70000		NEW	07/15/2024	07/29/2024 3:52:34PM	BDR226	Letter Code	Description	CHX	Check for special handling	CNC	Cancelled Appt	NEW	1st letter each semester	REV	Revised letter - any after 1st
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Processing Steps	Screen Shot
<p><b>Notepad Feature:</b></p> <ul style="list-style-type: none"> <li>• After saving the contract, the Notepad icon will appear on the <u>Contract Status/Content</u> page.</li> <li>• A brief note, information about the appt, may be entered here. The note will not be printed on the LTF.</li> <li>• Each note contains the name of the creator, the date and the time the note was created.</li> </ul> <p>6. Click on the  icon.</p> <p>7. Click on <b>Add a New Note</b> to open up note page.</p>	 <p>The screenshot shows the 'Contract Status/Content' page with a Notepad icon circled in red. A red arrow points from this icon to the 'Temp Faculty Notepad' page below, where the 'Add a New Note' button is also circled in red.</p> <p><b>Temp Faculty Notepad</b></p> <p><b>Instructions</b></p> <p><b>Selection Criteria</b></p> <p>ID: <input type="text"/></p> <p>CSU Contract Nb: 000004946 <input type="button" value="Search"/></p> <p>*DeptID: D40013</p> <p>*Eff Date: 2022-01-01</p> <p>Earliest Note Date <input type="text"/> End <input type="text"/></p> <p><b>Add a New Note</b> <input type="button" value="Return To: Contract Data page"/></p> <p>There are no existing notes for the specified search criteria.</p> <p>Return To: <a href="#">Contract Data page</a></p>

Processing Steps	Screen Shot
<p>8. Enter any notes about the appt., e.g. why an entitlement was not met, if the lecturer declined work, changes to course assignments, etc.</p> <p>9. Click  .</p> <p>10. Click on <a href="#">Contract Data page</a> hyperlink to return to the contract. The notepad icon now displays "lines" indicating that a note has been added to this contract.</p> 	 <p>The screenshot shows a web interface titled "Temp Faculty Notepad - Selected Note". It includes an "Instructions" section, an "Applications" section, and a "Selected Note" section. The "Selected Note" section contains the following information:</p> <ul style="list-style-type: none"> <li>ID: [Redacted]</li> <li>Created: 08/11/2022 9:28AM</li> <li>CSU Contract: 000003607</li> <li>Creator: Brec Ronis</li> <li>Nb:</li> <li>DeptID: D20023</li> <li>Last Update: by:</li> <li>Eff Date: 2022-08-17</li> </ul> <p>Below this information is a "Subject" field with the value "Revision Fall 2022" and a "Note Text" field containing the text: "Deleted 250, 251", "Addes 367.", and "Will add a Film LTF as well." There is a "Save" button at the bottom left and navigation links "&lt; Previous" and "Next &gt;" at the bottom right. At the bottom of the screen, there are "Return To:" links for "Note Selection Page" and "Contract Data page".</p>

**Tables of Valid Values**

**Contract Status/Content Page**

**Contract Status**

Our campus 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.)

**Contract Type**

The Contract Type field is used to identify the type of appointment and entitlement, if applicable. Although contracts are built one semester at a time, the appointment MUST correspond to the lecturer's entitlement. This is done by entering appt begin and end dates for the academic year and by choosing the appropriate contract type.

Contract Type	Description
001	Academic Year Appointment (no entitlement, used only for non 3yrs who work full time)
003	12.3 Entitlement (Academic Year entitlement, used for non 3yr who worked both semesters)
006	Semester Appointment
010	Summer Session Appointment
014	12.29 Entitlement - Yr 1 of 3 (1 <sup>st</sup> year of 3 year appointment)
015	12.29 Entitlement - Yr 2 of 3 (2 <sup>nd</sup> year of 3 year appointment)
016	12.29 Entitlement - Yr 3 of 3 (3 <sup>rd</sup> year of 3 year appointment)

**Salary Grade**

These values correspond to the Lecturer's salary range (and "rank").

Grade/Range	Appointment Level
1	only used for TA/GA contracts
2	Lecturer A
3	Lecturer B
4	Lecturer C <b>FERP:</b> Associate Professor
5	Lecturer D <b>FERP:</b> Professor

**Comments**

The Comments field replaces some of the information formerly entered on the LTF. All Comments will print on the LTF. For new contracts, indicate whether the lecturer 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, but is new to the lecturer category or over a year break in service.
Rehired annuitant	New	Any faculty member (lecturer or tenured) who is being appt'd after retirement (NOT FERP). May not work more than 50% of the WTUs taught in the fiscal year (AY) prior to retirement.

Comment	Type	Definition/Use
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	Cancellation	Reduce WTUs to 0 on the <a href="#">Contract Status/Content</a> page. Do not delete the course assignment on the <a href="#">Courses</a> page. Change status and letter code to Cancel and CNC
Change in assignment only	Revised	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 Courses Page**

Other Assignments (Assigned Time - see also the [Guide for Entering Assigned Time](#)):

***Time Source Code***

This value identifies the level at which the assigned time is being “funded”. It is especially important to identify any outside funding – e.g. Reimbursement for grant funded projects.

Time Source Code (Funding Level)
Chancellor
College
Department
University (and Academic Affairs)
Lottery
Reimbursement

**TF Contract Total Page**

***Letter Code***

Enter a letter code to inform APS which appt notification to send to the lecturer. (See the [Revise Temporary Faculty Contract Guide](#) for more information.)

Code	Action	Description
NEW	New appt	1 <sup>st</sup> appt letter for the academic year
REV	Revised appt	Revised contract – any change after the 1 <sup>st</sup> letter.
CNC	Cancelled appt	Cancelled appt – if the initial contract has been processed.
CHX	Special handling	For any contract that needs special processing – not normally used at Department level

**Reminder: this refers to the [letter](#) that will be sent to the lecturer; not to the lecturer’s appointment status. For example, the first letter each fall and spring semester will be NEW, whether or not the lecturer is continuing from the previous year/semester, or a brand new lecturer.**

## Field Definitions

Contract Status/Content Page

Field	Definition
Name	Name of the person. Automatically populates based on the Empl ID entered on the Add a New Value page.
Person ID	Same as Empl ID. For new hires, this is a unique employee identification number assigned by the system when they complete their onboarding.
Contract Number	The unique contract number, automatically assigned by the system when the contract is saved. (The Contract # will display as "NEW" until the contract is completed and saved.)
DeptID	The PeopleSoft department number – D2xxxx
Notepad	Any brief 'notes' about the contract. Notes can only be added after the contract is saved. (The Notepad icon will not appear until the contract is completed and saved.) Use to communicate any special information to the College and/or APS and to document information about the assignment.
Effective Date	The start date of the temporary appointment (when the contract becomes or became <u>effective</u> .) Normally this is the first date of the semester. GA appt dates are different than lecturer dates – see Special Instructions.
Effective Sequence	The sequence number. Defaults to 0 for new appts. You will increase this number by '1' for every contract revision on the same effective date, e.g. decrease in time base that is effective from the beginning of the semester would have an effective date same as the original contract and a sequence number of '1'. The sequence number identifies this revision as a change to the appt. (Also see <a href="#">Revise Temporary Faculty Contract Guide</a> for more info about the use of sequence numbers.)
Contract Desc	Contract description. The format is: "DEPT" (in caps) Term number Lecturer's Initials". Ex: ENGL 2244 LMA – English department ; appointment during the Fall 2024 initials FERP, TA, and GA appts: Use appropriate designation before the contract description (see Special Instructions).
Contract Status	Status of the contract. Defaults in as 'Active'. See <a href="#">Contract Status Values</a> .
Entitlement	The total entitlement WTUs for lecturers with either a 3 YR or Academic Year entitlement. The entitlement is expressed as total WTUs for the year, using 1 decimal place: ##.# . (For incumbent lecturers, refer to your dept's APS "Lecturer Entitlement Eligibility Worksheet" for WTUs.)
Term End Date	Normally, this is the last date of the semester for one semester appts and for AY appts. GA appt dates are different than lecturer dates – see Special Instructions.
Reg Region	The Regulatory Region – defaults as 'USA' – ignore.
Multiple Term End Date	For lecturers with 3 YR and AY appts only, leave blank for Semester appts. For AY appts it will be the end of the AY year 05/xx/20xx. The approximate end date of the 3 year appt period depending on what year of their 3 year appt they are in is expressed as 5/15/xxxx. In the 3 <sup>rd</sup> year of the appt, this date must be changed to match the correct end of the AY.
Contract Type	Identifies the type of appt and the entitlement, if applicable. See <a href="#">Contract Type Values</a> .
Approved by	Not currently used on our campus.
Position Number	The dept's PT pool position # for "non-3YR" part-time lecturers or the dept's 3YR pool position # for part-time 3YR lecturers ( <a href="#">See Dept Position Number table</a> on the APS web site); <b>OR</b> , a unique position # for all full-time lecturers. <i>Note: Be sure to use the 3YR position # for newly qualified 3YR lecturers.</i> FERP, TA and GA: Depts have a separate pool position # for each of these appt types. See Dept Position Number table or use lookup feature on contract page.
Business Unit	Ignore – automatically populates when the position # is entered.
Department	Ignore – automatically populates when the position # is entered. (But, if it's not your dept #, you've probably entered the wrong position number! – check again.)

Field	Definition
Job Code	Ignore – automatically populates when the position # is entered.
Salary Plan/Grade	<b>CHECK!</b> – a default grade (same as lecturer range) that automatically populates when the position # is entered. The Salary Grade is a “generic” value assigned to the position #. You need to enter the correct salary grade that corresponds to the lecturer’s range. <a href="#">See Salary Plan and Grade Valid Values</a> . For new hires, consult with your college office if salary and rank are unknown. FERP: use rank before retirement; TA and GA: use 1. See Special Instructions.
Term	The semester of the appt – a unique four-digit code made up of the year and semester, e.g. 2244 for Fall 2024 2252 for Spring 2025.
Cycle	Defaults in as ‘1’. The cycle can be used to divide the semester into segments. We use only ‘1’.
Comp Rate	The lecturer’s full-time monthly salary rate. For existing/continuing faculty this can be found on the Compensation tab of Job Data. For new hires, consult with your college office if salary and rank are unknown. Whenever a row is added to the contract (because of a revision or the addition of a Spring appt) the comp rate will automatically update from the current rate in Job Data, reflecting any salary increases since the last contract.
Late Start?	Defaults in as ‘N’ for None – do not change, not used at this time.
Total WTU	The total weighted teaching units of the appt. This will populate based on the course assignments and assigned time entered on the TF Courses page. NOTE: This total should not exceed 15 WTUs. If the workload is greater than 15 WTUs please contact APS.
Comments	Free form text field used to identify new hires, rehired annuitants, and revisions to the appt. Comments will appear on the printed LTF.

**TF Contract Courses Page**

Field	Definition
Class Number	Optional - class number as it appears in the class schedule.
Subject Area	Course subject area, as listed in Banner and the schedule of classes, e.g. WLDF
Catalog Number	Course number, as listed in Banner and the schedule of classes, e.g. 101, 310A
Description	Optional - can be used for a course title.
Section	Number of sections of this course assigned to the lecturer
K/S	Defaults in as ‘K’. Change to ‘S’ if for a supervised instruction course in which the WTUs are calculated based on the enrollment, e.g. 499, 690, 699
K Factor	Workload factor of a course.
Units	Student Credit Units for the course. The number of units students receive for the course.
# Students	This field will display if an ‘S’ factor course is entered. Used only with ‘S’ factor courses. The number of students enrolled (or anticipated to be enrolled.) Used to calculate WTUs.
WTU	The total WTUs for each course entered. This field does not automatically calculate the value. You must enter it manually. WTUs equal the Student Credit Units multiplied by the K (or S) factor and then multiplied by the number of sections assigned. Generally for lecture classes, the K factor is 1, so the WTUs and the SCUs are the same. In some cases, e.g. remedial or lab instruction, the K factor is greater than 1. Check Maintain Schedule of Classes if you’re unsure of the K factor.
Assignment Type	<a href="#">Assigned Time code</a> used for FAD reporting.
Reason Code	<a href="#">Reason code</a> used for FAD reporting.
Time Source Code	The funding source of the assigned time. <a href="#">See Time Source Code Values</a>
Academic Org	The corresponding department code for the assigned time funding, if applicable.
Description	Description of the assignment. For “excess enrollment” assigned time, enter the class and the enrollment, e.g. RS 300, enrollment = 83

**TF Contract Total Page**

<b>Field</b>	<b>Definition</b>
Comp Rate	The lecturer's full-time monthly salary rate
Pay Decimal	FTEF. Calculated by dividing the total WTUs by 15. Used to compute Monthly Rate
Fraction	Pay fraction. Calculated by dividing the total WTUs by 15. Used in the PIMS system to generate pay.
Total WTU	Populated from the assigned WTUs entered on the TF Courses page.
Monthly Rate	Monthly salary. Calculated by multiplying the full-time monthly salary rate by the Pay Decimal.
Term Rate	Total pay for the semester. Calculated by multiplying the Monthly Rate by the Number of Pay Months. Fall semester = 6 pay months (Sept. – Dec.; the last 2 payments are in the following July and Aug.) Spring semester = 6 pay months (Jan. – June.)
Letter Code	Identifies which appt notification APS will send to the lecturer. See Letter Code Values.
Date Printed	The date the Contract (LTF) is printed. Updates automatically every time the contract is printed.
Last Upd DtTm	The time the contract was last updated. Will not update if changes to the contract do not affect workload or pay.
Last Upd By	Identifies the last user who made a change to the Contract. Displays the user ID and the date stamp. Will not update if changes to the contract do not affect workload or pay.