Returning Employees

Creating the Appointment Notice in CSU Contract Data
First step is knowing your employee...

Descriptions:

1. Returning – no break in service
2. Rehire – one semester break in service
3. New Hire - Any employee with 2 semesters or more in break of service then becomes a New Hire.

❖ If there is 2 semesters or more — STOP — complete steps for “Hiring Process for New Temporary Faculty” (this includes new TAs and GAs).

• Returning:
  • worked Fall 2018,
  • assigned to course(s) Spring 2019

• Rehire:
  • Worked Spring 2018 and did not work Fall 2018,
  • assigned to course(s) Spring 2019

• New Hire: (see separate handout “Hiring Process for New Temporary Faculty”)
  • Worked Spring 2018 or prior years
  • Assigned to course(s) Spring 2019
Search for Existing Contract Data

It’s important to keep consistency and keep the same contract Number used previous semesters for an employee.

Search for the Empl ID for existing records.

You can order the Term by clicking on the “Term” (twice) so it shows in descending order.

Click on the most recent Term/Contract Number.

*If the search comes up with no records, then you would Add A New Value. This would also mean that you are adding a new hire.

*See Creating New Hire Appointments
Different Contract Types

001 = Academic Year Appointment
006 = Semester Appointment
014 = 1 of 3
015 = 2 of 3
016 = 3 of 3
Updating Contract Status for Returning Faculty Semester Only

• First - Add a row to Contract Status/Content (top box) (New, TA, GA)
  • Dates for Spring 2019
    • Effective date 1/15/19
    • Term end date 5/22/19
    • Multi term end date 5/22/19
  • Contract Desc: Dept Org
  • Semester Appointment = 006

• Next – TF Contract Detail box: Delete row with “old semester” (returning only) clicking on “-” icon
  • Use only Position number ending
    • 911 for Lecturer
    • 901 for TA
    • 916 for GA (AY)
  • Fall 19 Term=2193
  • Salary Plan and Comp Rate “Should” transfer automatically load from last semester; if not type in manually.
• Top Box remains same
  • Dates for Academic Year
    • Effective date: 8/20/19
    • Term end date: 5/22/19
    • Multi term end date: 5/22/19
  • Contract Desc: Dept Org
  • AY Appointment = 001

• TF Contract Detail box: 2 “rows”
  • Row #1: Fall 18
    Term=2187
  • Row #2: Spring 19
    Term=2193
  • If Spring WTUs change (increase/decrease), reprint for revision
  • *Do Not Delete Fall WTU Contract Detail.
  • Submit with Fall WTUs and Spring WTUs.

• If an AY was submitted, worked Fall but no Spring assigned:
  send Separation Notice to cancel contract.
• If no Fall was submitted, but Spring assigned, send Spring only (006), see returning contract previous page.

Add Row, Click “+”
Add Row, Click “+”
* if adding Spring WTUs for AY contract.
• If an AY was submitted, worked Fall but no Spring assigned: send Separation Notice to cancel contract.
• If no Fall was submitted, but Spring assigned, send Spring only (006), see returning contract previous page.
Updating Contract Status for 3-Year PT (014, 015, 106) Appointment

- Top Box remains same
  - Dates for Academic Year
    - Effective date: 8/20/19
    - Term end date: 5/22/19
  - Multi term end date:
    (016) 5/22/19
    (015) 5/31/20
    (014) 5/31/21
  - Contract Desc: Dept Org
  - 3-YR Appointment = 014, 015, 016

- TF Contract Detail box: 2 “rows”
  - Row #1: Fall 18
    Term=2187
  - Row #2: Spring 19
    Term=2193
  - If Spring WTUs change (increase/decrease), reprint for revision
  - *Do Not Delete Fall WTU Contract Detail.
  - Submit with Fall WTUs and Spring WTUs.

- 3-Yr PT use 0-units:
  - (a) Worked Fall but no Spring assigned: enter .00001 for Spring.
  - (b) No Fall worked, but Spring assigned: enter .00001 for Fall
  - (c) Send with both Fall and Spring

See next slide for more sample of 3-year appointments screens
• If contract was submitted with Fall and Spring, and Spring is correct: then, no contract is required.

• Submit a revised if Spring changes (increases/decreases).

If units decreased or increased Spring: The entitlements remain the same for 2of3 and 3of3.

*Entitlements to a 3-Year contract changes in 2of3 or 3of3 if the faculty has resigned or retired.
3-Year PT Appointments

- Fall = 0-units
- Spring = +0-units

If contract was submitted with 0-units Fall and Spring WTUs, and Spring is correct: no contract is required. Submit a revised if Spring changes (increases/decreases).
3-Year PT Appointments

- Fall = +0-units
- Spring = 0-units

If contract was submitted with Fall WTUs and 0-units Spring, and Spring is correct: no contract is required. Submit a revised if Spring changes (increases/decreases).
Adding Units to Contract

Click on TF Contract Courses tab
Be sure you are in the Term you want to load WTUs
Click on “Default Courses” and this will load your Term Workload to the Course Assignments.
Click on Contract Status/Content tab and the WTUs will be loaded.
Printing the Appointment Notice

You have the option to print your Appointment Notices by either Empl ID or Dept and then by Academic Year or Term.

It is best to print out Contracts individually (not by Department). Batch printing (by Dept) can complicate if you have an Academic Year appointment and you have a semester appointment.