

Temporary Faculty processing (including AY Teaching Associates & Graduate Assistants.)

The screenshot displays a web application interface for Temporary Faculty processing. On the left is a sidebar menu with various navigation options. The main content area is titled 'Temporary Faculty' and contains a grid of links to different processing pages. A red square and arrow highlight the 'Instructor/Advisor Table' link.

Main Menu > Temporary Faculty		
Folder contains pages used to process Temporary Faculty		
CSU ID Search	Add a POI Relationship Add a future hire to a temporary faculty that has an existing employee ID (i.e., former student).	Add a Person of Interest Add a new person to the system.
Instructor/Advisor Table Add and modify instructor and advisor records.	Maintain Schedule of Classes Add, view, and update schedule of classes data.	Instructor Term Workload Review an instructor's workload. Do not add IFF.
CSU Contract Data Add or Update a Temp Faculty Contract	Part Time Faculty Contract Process generates the Part Time Faculty contracts	Individual PT Faculty Pool Rpt Creates a report of various information for active Part Time Faculty pool members
Complete PT Faculty Pool Creates a report of all part-time faculty pool members from a department	Courses Taught History Page is used to indicate which courses have been taught that were previously loaded via Instructor/Advisor.	Courses Taught Report Creates a report of various data elements used to determine Part-Time Lecturers employee eligibility.
Cost Per Course Process creates a CSV spreadsheet with Excel formulas that allows the user to determine a cost of a course.		

Education entry has been removed; however, it is still required and mandatory before printing Appointment Notice.

Send to Academic Personnel Prior to appointment:

For Lecturers and Volunteers: Send an Employee Information Sheet along with the New Lecturer Form

For Teaching Associates and Graduate Assistants: Send an Employee Information Sheet

Departments continue to maintain the Instructor Advisor Table.

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- Temporary Faculty
 - CSU ID Search
 - Add a POI Relationship
 - Add a Person of Interest
 - Instructor/Advisor Table**
 - Maintain Schedule of Classes
 - Instructor Term Workload
 - CSU Contract Data
 - Part Time Faculty Contract
 - Individual PT Faculty Pool Rpt
 - Complete PT Faculty Pool
 - Courses Taught History
 - Courses Taught Report
 - Cost Per Course
- Time Administration
- Training Administration
- eRecruit
- Fresno Messaging
- Reports Portfolio
- PAWS Action Request Tracker
- Security Requests
- Reporting Tools
- PeopleTools
 - ID Search
 - PeopleSoft HCM
 - PeopleSoft HCM Queries
 - Blackboard
 - Bulldozer ink

Instructor/Advisor Table | **Approved Courses**

Instructor Details Find | View All First 1 of 1 Last

Effective Date: 04/18/1998 Status: Active

Instructor Type: Lecturer Advisor

Academic Institution: FRSNO California State Univ Fresno

Primary Acad Org: [Redacted]

Course Description Customize | Find | First 1-2 of 2 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3	[Redacted]	[Redacted]	017584	1	[Redacted]	[Redacted]

Save | Return to Search | Notify | Update/Display | Include History

[Instructor/Advisor Table](#) | [Approved Courses](#)

Make sure that all instructors are listed as the instructor in the Schedule. Also, for reporting, budget projections, and other data processing make sure that the **employee record number is correct**. If this is a new employee, update the employee record number later if necessary.

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- Cost Per Course

Time Administration

Training Administration

eRecruit

Fresno Messaging

Reports Portfolio

PAWS Action Request Tracker

Security Requests

Reporting Tools

PeopleTools

- ID Search
- PeopleSoft HCM
- PeopleSoft HCM Queries
- Blackboard
- BulldogLink
- Student Clubs &

Limit the number of results to (up to 300): 300

Academic Institution: = FRSNO

Term: = 2123

Subject Area: = [REDACTED]

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-13 of 13 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FRSNO	2123	[REDACTED]	53	Undergrad	MAIN	[REDACTED]	005967	1
FRSNO	2123	[REDACTED]	53H	Undergrad	MAIN	[REDACTED]	017584	1
FRSNO	2123	[REDACTED]	54	Undergrad	MAIN	[REDACTED]	001250	1
FRSNO	2123	[REDACTED]	61	Undergrad	MAIN	[REDACTED]	014671	1

Make sure that this information is accurate, including assigned time.

Term workload

Teresa Moreno-Aquallo (10986) last accessed: 10/25/2011 1

Workload Definition Find | View All | First 3 of 20 | Last

Academic Institution: FRSNO California State Univ Fresno **Total Term FTE%**
82.20

Term: 2123 Spring 2012

Instructor Assignment Class: PT Part-Time Faculty Primary Department: 277

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

APDB Departmental Assignments

*Department	IFE	IAF	OSF		
0750	0000	0000	0000	Primary Assignment	+ -
0250	0000	0000	0000	Other Assignment	+ -

Workload Assignment Job Code

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	Add Load	Assignment FTE %		
				0073		IFF	Assign Type Reason		3.00	<input checked="" type="checkbox"/>	20.00	+ -	
				0449		IFF	Assign Type Reason		3.33	<input checked="" type="checkbox"/>	22.20	+ -	
				0072		IFF	Assign Type Reason		3.00	<input checked="" type="checkbox"/>	20.00	+ -	
				5385		IFF	Assign Type Reason		3.00	<input checked="" type="checkbox"/>	20.00	+ -	

Term workload

Teresa Moreno-Aquallo (10986) last accessed: 10

Workload Definition Find | View All | First 3 of 20 | Last

Academic Institution: FRSNO California State Univ Fresno **Total Term FTE%**
82.20

Term: 2123 Spring 2012

Instructor Assignment Class: PT Part-Time Faculty Primary Department: 277

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

APDB Departmental Assignments

*Department	IFE	IAF	OSF		
277	0750	0000	0000	Primary Assignment	+ -
341	0250	0000	0000	Other Assignment	+ -

Workload Assignment Job Code

*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code		
			06	073	Regular Academic Session	0	2358	+ -	
			10	449	Regular Academic Session	0	2358	+ -	
			05	072	Regular Academic Session	0	2358	+ -	
			04	385	Regular Academic Session	0	2358	+ -	

Contract Data Entry for CAH, JCAST, KSOEHD, and HHS.

Shells are being entered for Spring 2012 appointments. These shells will have Effective dates, Entitlement, Contract Type, Position, Term, Rank/Grade, and Compensation Rate. The WTU's entered will be 0.00001.

Departments should review and if corrections are needed, call APS. Then in correction mode, proceed to the second panel TF Contract Courses, load default courses; review WTU's, correct as needed, save.

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Teresa Mori

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

Person ID: [REDACTED]

Contract Status/Content View All 1 of 2

CSU Contract #: 000012577 DeptID: [REDACTED]

*Eff Date: 01/12/2012 Effective Sequence: 0 Contract Desc: [REDACTED]

*Contract Status: Active Entitlement: 30.0 Term End Date: 05/19/2012

Reg Region: USA Multiple Term End Date: 05/31/2014

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00273911 Lecturer AY Bus. Unit: FRSNO CSUF

Department: [REDACTED] Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2123 Cycle: REG *Comp Rate: [REDACTED] 000000

*Late Start? N Academic Days Paid: Total WTU: 12.33000

Comments:

Print contracts for Spring only.

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Part-Time Faculty Contracts

Run Control ID: Report [Report Manager](#) [Process Monitor](#) [Run](#)

Part-Time Faculty Contracts

Empl ID:

Or

Department:

Academic Year:

Or

Term Spring 2012

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

To request access to additional reports available.

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- Employee Self Service
- Student Self Service
- Curriculum Management
- HR Transactions
- Student Support
- Temporary Faculty
- Time Administration
- Training Administration
- eRecruit
- Fresno Messaging
- Reports Portfolio
- PAWS Action Request Tracker
- Security Requests
 - Confidential Agreement
 - New Security Request**
 - View Security Request
 - View User Security
- Reporting Tools
- PeopleTools
 - ID Search
 - PeopleSoft HCM
 - PeopleSoft HCM Queries
 - Blackboard
 - BulldogLink
 - Student Clubs & Organizations
 - Access Google Apps/Mail
 - Access Zimbra/Mail
 - Change My Password

Online Security Request Form

[Need Help?](#)

Explanation of Request / Special Instructions

Please provide an explanation of the job duties that require this access for the person(s) requested. **Failure to provide this information may delay this request.**

Also, you may use this box to enter any additional information or instructions you fill are necessary to properly complete this request.

Contract vs. Jobs

Contracts vs. Term Workload

Contract Type Report

Job Audit Report

Submit the Request

Press the **SAVE** button at the bottom of the form to complete the request.

After submitting the request a confirmation email will be sent to you and the employee(s) specified on the form. The form will be routed to the MPP and Supervisor (if applicable) for the employee(s) specified on the form for approval. As the request is approved and processed email notices will be sent to you and the employee(s) specified on the form.

 