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

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
- BulldogLink

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.
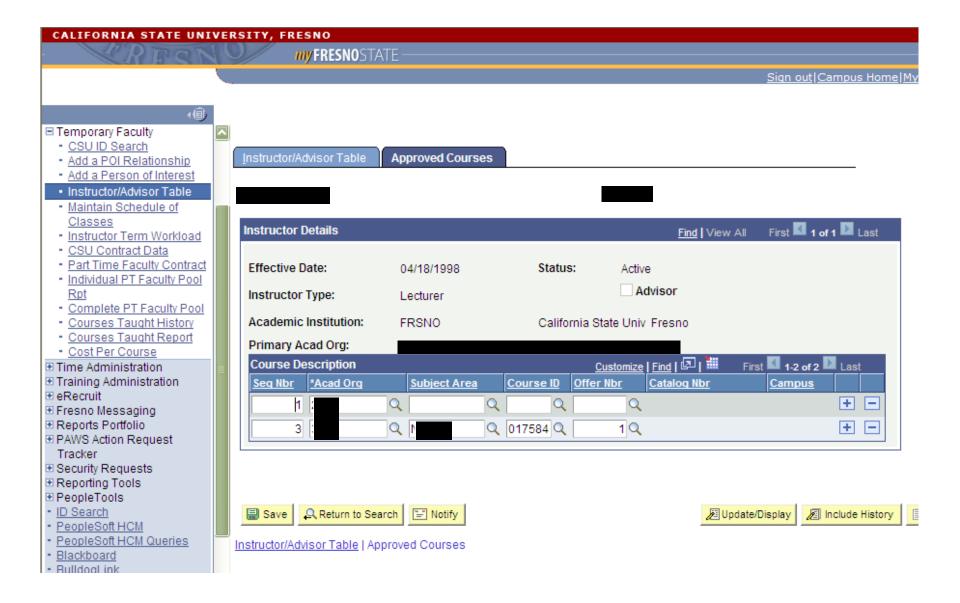
Education entry has been removed; however, it is still required and mandatory before printing Appointment Notice.
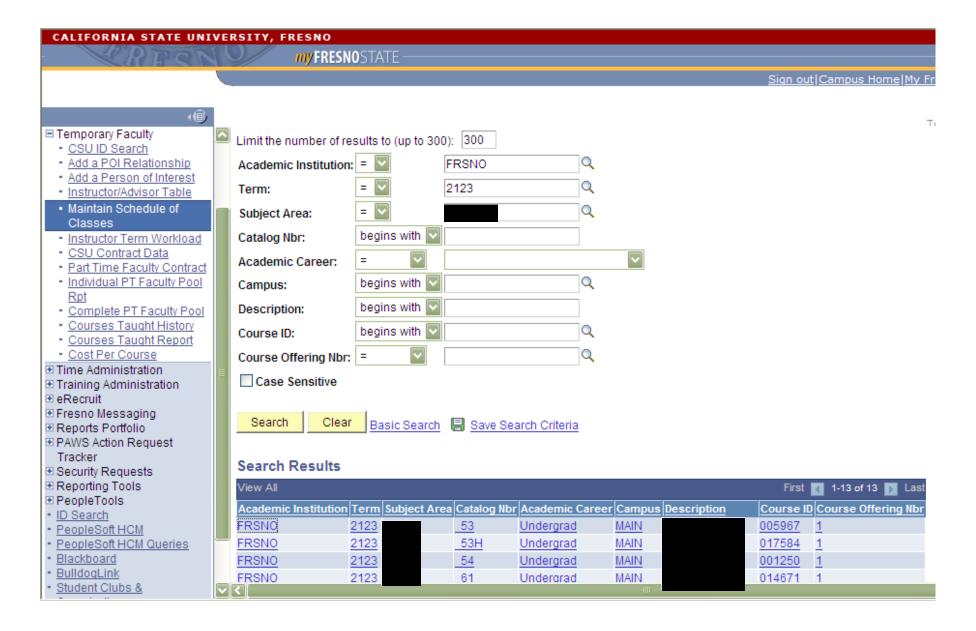
Send to Academic Personnel Prior to appointment:
For Lecturers and Volunteers: Send an Employee Information Sheet along with the New Lecturer Form
For Teaching Associates and Graduate Assistants: Send an Employee Information Sheet

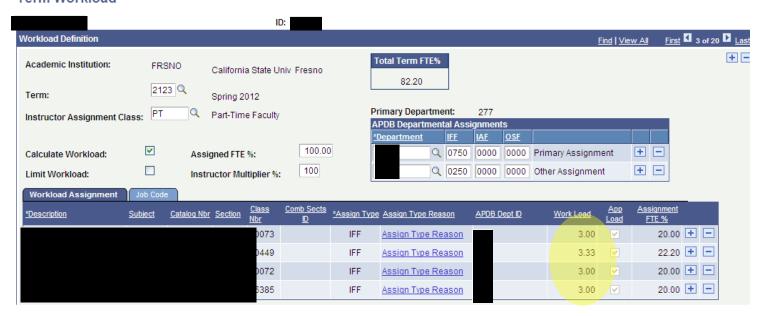Departments continue to maintain the Instructor Advisor Table.

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.

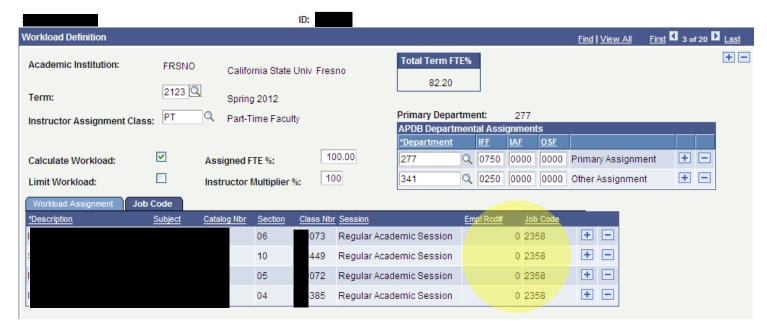Make sure that this information is accurate, including assigned time.

Term Workload

ID: ▮

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

APDB Departmental Assignments

*Department	IFF	IAF	OSF			
▮ 🔍	0750	0000	0000	Primary Assignment	⊞	⊟
▮ 🔍	0250	0000	0000	Other Assignment	⊞	⊟

Calculate Workload:	☑	Assigned FTE %:	100.00
Limit Workload:	☐	Instructor Multiplier %:	100

Workload Assignment | Job Code

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %		
▮				0073		IFF	Assign Type Reason	▮	3.00	☑	20.00	⊞	⊟
▮				0449		IFF	Assign Type Reason		3.33	☑	22.20	⊞	⊟
▮				0072		IFF	Assign Type Reason		3.00	☑	20.00	⊞	⊟
▮				6385		IFF	Assign Type Reason	▮	3.00	☑	20.00	⊞	⊟

Term Workload

ID: ▮

Workload Definition   Find | View All   First ◀ 3 of 20 ▶ Last   ⊞ ⊟

Academic Institution:	FRSNO	California State Univ Fresno

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Primary Department: 277

APDB Departmental Assignments

*Department	IFF	IAF	OSF			
277 🔍	0750	0000	0000	Primary Assignment	⊞	⊟
341 🔍	0250	0000	0000	Other Assignment	⊞	⊟

Calculate Workload:	☑	Assigned FTE %:	100.00
Limit Workload:	☐	Instructor Multiplier %:	100

Workload Assignment | **Job Code**

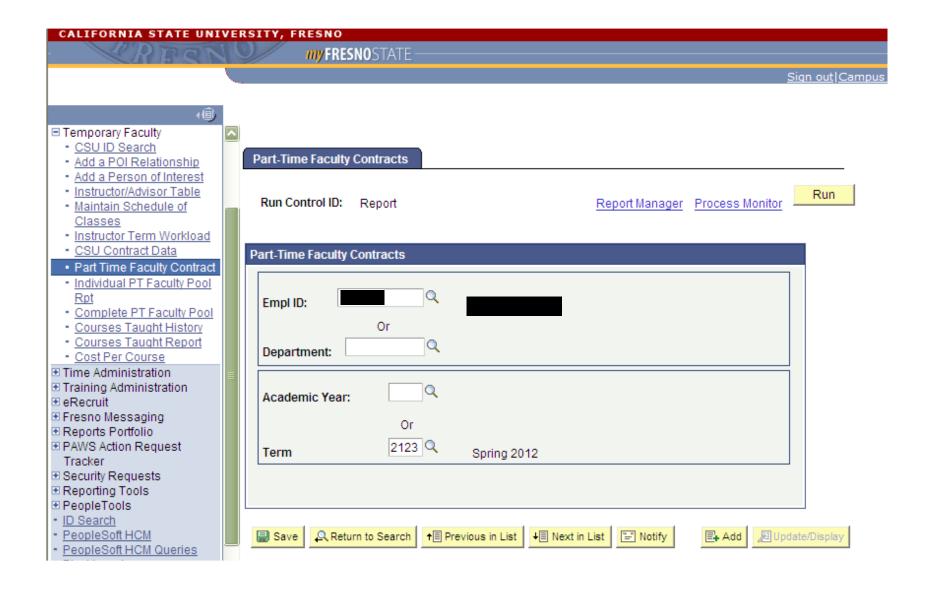| *Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code		
▮			06	▮073	Regular Academic Session	0	2358	⊞	⊟
▮			10	▮449	Regular Academic Session	0	2358	⊞	⊟
▮			05	▮072	Regular Academic Session	0	2358	⊞	⊟
▮			04	▮385	Regular Academic Session	0	2358	⊞	⊟

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.

Print contracts for Spring only.

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Sign out | Campus

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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   2123 🔍   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.

⬅ Previous tab   💾 Save