Training and Review
Agenda

- How to......Appointment Notices
- Substitute Pay
- Unit 11
- Term Workload
- Order of Assignment
- And More Stuff...
Appointment Notices

Shells
Late Starts
Zero Unit
Printing
FAQs
Appointment Notices

Tip & Trick

To view all the “shells” for your department
  • Add Department Number
  • Leave Contract Status blank
  • Add Term
How to create a “Shell”

1. First - Add a row to top box (New, TA, GA)
   - Dates for Spring 2013
   - Spring start date 1/14/13
   - Term end date 5/18/13
   - Multi term end date 5/18/13
   - Semester Appointment

2. Next - Delete row with “old semester” (returning only) from bottom box
   - Position number ending
     - 911 for Faculty
     - 901 for TA
     - 916 for GA (AY)
   - Spring ‘13 Term=2133
Shell Creation Continued
When is a “Late Start” contract needed?
When the instructor does not begin work on the first day of the semester.

Late start vs. Substitute Pay
Work with Faculty Affairs. Late starts due to a leave will usually begin as a substitute pay.

How to create a Late Start Appointment Notice
- Late Start - Enter “L”
- Academic Days Paid: - Enter # of Academic Days remaining in the semester.

See Payroll calendar to count days
http://www.fresnostate.edu/Payroll/news/calendars.shtml
Zero Unit Contracts

- Zero unit contracts need to be printed for ALL 3 year lecturers who are not teaching in Spring. (Shell should already be created, just print, sign, and process.)
- Chair and Dean’s signatures are required.
- Faculty affairs will “turn off” pay. Without a zero unit contract pay will continue – check your Payroll Certifications in January.
Printing Spring Appointment Notices

To print all unprinted notices for the department.

Print Semester ONLY

Part-Time Faculty Contracts

Run Control ID: report

Part-Time Faculty Contracts

Empl ID: [ ]

Department: 32245 [ ] Physics

Academic Year: [ ]

Term: 2133 [ ] Spring 2013
FAQs

- Appointment notice won’t print. What’s wrong?
  - More than one active row per semester
  - Is faculty member in more than one department
- Do I print semester only or Academic Year appointment notices?
  - Semester.
- Does the appointment notice have to show the address?
  - No.
- Who gets the original signed appointment notice?
  - Dean’s Office.
- What happened to the PT Pool Report?
  - Eliminated.
- Can I send an appointment notice forward without the three letters of recommendation?
  - Yes, but check with your Dean’s office first to confirm.
- At what Rank do we hire a Lecturer?
  - See APM 307
- How do we determine the base rate for a new hire?
  - Check with Chair and/or Dean
- Do we have to rehire a lecturer who has had a break in service back at the same rate?
  - You can, or better yet........
Substitute Pay

- Part-time Lecturers Only
- Substitute pay and current workload cannot exceed FT
- Not to exceed 20 days
- Hourly Rate
- One month per request
- Form is online
- Turn in after the month has been completed
- New hires have to complete new hire paperwork in Faculty Affairs
Unit 11

○ TA & GA (AY) appointment notices generated in PeopleSoft

○ GAs need / must to be entered into Term Workload

○ Duties Forms
  ○ All Unit 11 – TA, GA & ISA (this really means all)
  ○ New for completed with every appointment notice.
  ○ Signed/Completed Duties forms are sent to Dean’s office to be placed in Personnel Action File.
What’s in Term Workload

Department / College / Schedule
- All Class assignments
  - Assigned Time
  - GA appointments

Entered by “Others”
- Sabbatical Leaves
- Leave of Absence
- State-side Additional Pay
- (Pending Process) Foundation Additional Pay
Order of Assignment as a Tool

- Assigning classes per Order of Assignment
- Hiring faculty
  - Salary comparison
  - Rank comparison
- Budget
- Match up against payroll certification
  *add a new row for each new hire and copy down formulas*
- NEW: 6 year and 3 of 3 year lecturers reviews
More Stuff

- GA (AY) contracts
- ISA contracts
- New Hires
- Send original, signed appointments to your Dean’s Office for the Personnel Action File
- Lecturer information sheet – helpful information for your temporary faculty.
More Stuff continued

- Timeliness
- New ISA, 12m GA Exempt, and 12m GA Non-Exempt appointment templates posted.
- JICYC – Workload Converter is on our web site Forms & Policies, Temporary Appointments, Additional Pay
- New Foundation Additional Employment Agreements