6. Procedures for Hiring a New Temporary Faculty

You will need to hire a new Lecturer; here are the steps to complete that task!

Determine:

(a) New: Is this a New Lecturer? How do you determine? Review the Curriculum Vita/Resume and check for education and employment: was this employee a former student? A former employee? if so, use that ID # instead of establishing a new one. **Please do NOT** create a duplicate ID #.

(b) Returning: Has this lecturer taught for your department, or another department and returning the following semester?

(c) Rehire: Has this Lecturer taught for your department and had a two semester Break??

(d) If None: You will need to create a New ID for this applicant

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**New Temporary Lecturer Hiring Process Worksheet**

This worksheet is available in a Word format so departments can add and delete.

This worksheet will take through the steps as listed in this Guide.
- Log into myfresnostate.edu, in the list below in “Temporary Faculty” the list below is the order of sequence you will use to hire a new lecturer

![My Fresno State Temporary Faculty Interface](image)

A. CSU ID Search.

Search the First Name and Last Name of your applicant.

![Human Resources CSU ID Search](image)

- Verify DOB (MM/YY) against the application, or the last four of the Natl ID (also on application).
- If you do not have the DOB or last four, call the applicant and ask. Do not ask for the whole birthdate or whole SSN, just what is required on the application. *(Hint: think confidential information)*
B. Add a POI relationship

- if EE has an existing ID Add a Person of Interest if the person is new to the system (thus create the new ID #). The ID # you establish will be the only ID to use.

*Go to Page 9 for instruction on adding a New POI Relationship*

C. Creating a New ID for a New Employee

- If your search comes up with no one by your applicants first and last name, and you’ve verified by reviewing the applicants C.V. that there are no Fresno State ID, then, you will CREATE a Fresno State ID for a New Employee. A new employee is someone who was never hired or student at Fresno State: this includes Extended Education student and Applicants for Fresno State student status!

1. Click on “Add the Person” (with the words “NEW” in the Person ID field.)
2. Click on “Add Name”: Enter First Name and Last Name as applicant submitted. Please type carefully. Any changes will need to be made by our office after Payroll Intake Session.
   a. **Do Not** enter DOB or SSN. Click Save and Click on Contact Information.
   b. If there any similar names in P/S a “Search Result” will pop up. Please verify the person you are adding are not any of the names found.

If you are confident the matched names are not your individual, click return and continue entering you new employee’s information.
3. Add Address Detail:

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<th>Current Addresses</th>
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<td>Status</td>
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<td>Add Address</td>
<td>Add Address</td>
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</tbody>
</table>

OK  Cancel  Refresh
3a. Click “Add Address”

3b. After entering current address for your new employee: click ok;

3c. Then, click Refresh, then, ok

3d. Click “Save”

3e. If you have Phone, select type (normally Home, unless you are sure it is a Mobile number)

3f. Enter home email address.
You may receive another warning... click ok.

4. The System then prompts you to add the Organizational Relationship, click ok.

Leave this panel blank. This is completed by Faculty Affairs after Payroll Intake Session.
4a. Select Tab “Organizational Relationships”, click the box next “Person of Interest” (continue on next page)

4b. Select “Future Hire” from the dropdown menu
4c. Click on “Add the Relationship”...

4d. The “Add Person of Interest” screen will open with blanks.

4e. Enter *Security Access Type

- Select: BUSINESS UNIT, Business Unit 1: “FRSNO”
- “+” Add a row
- Select “POI DEPARTMENT” SetID = FRSNO Department=5-digit DeptOrg

4f. Person of Interest History

- Effective Date (normally when you enter the POI, not first day of semester)
- More Information = enter “New Hire Lecturer”
Click “Apply” after entries.

You should be back at the Modify a Person. You have now created a Fresno State ID for a new faculty.
New Lecturer Appointment Certification and submit to Faculty Affairs

This sheet should include:
- Name,
- Employee ID#
- Department
- A valid contact email

In addition include:
- Teaching in same discipline Y/N
- Rank
- Base rate
- Semester teaching
- SC1
- Curriculum Vitae

Please be sure to obtain ALL appropriate signatures (Chair, Dean) then submit to Faculty Affairs

*Always check for updated versions on the Faculty Affairs website!
D. Temporary Faculty> Instructor/Advisor Table

- Instructor Type: “Temporary Faculty”; Primary Acad Org ###; Approved Courses

E. Maintain Schedule of Classes

Assign the instructor to the class meetings. You will need to know the term, Course offering #, Catalog #, Subject Area, Course ID. While in the course meetings panel, find the correct day & time of class and the instructor(s) name should populate (make sure that you have the correct record #). Attach him/her as instructor.
F. Instructor Term workload,

Enter ID number, select Add New Value (2\textsuperscript{nd} tab).
Enter the term he/she is teaching.

**CREATING CONTRACT:**

*Please note: “Add A New Value” is only for New Hires, or a New Position (from TA to PT)*

Temp Faculty>CSU Contract Data ~
Key in new Empl ID #,
select Add New Value (2\textsuperscript{nd} tab).
On the 2nd panel, TF Contract courses, click on
default courses (Bottom left corner) and all the classes
he/she is assigned to will appear.
Correct as needed and save.

If Returning Lecturing or Rehire in your department,
search for the Empl ID.
If a Contract shows up – use the most recent contract
number (see “Adding Row for Semester Contract”
Process Guide)
• **Shells are entered for the Fall and Spring semesters via Faculty Affairs.** These shells will have effective dates, entitlement, contract type, position #, term, rank/grade, and compensation rate. The WTU’s entered will be **0.00001**. On the 2nd panel, TF Contract courses, click on default courses (Bottom left corner) and all the classes he/she is assigned to will appear. Correct as needed and save.

• **Printing a Part-time Faculty Contract ~ Search-Report and run info will appear.** Put in Empl ID# in upper half and term year 2197 (for FA19) on lower half. RUN-OK-REPORT MANAGER-REFRESH. Once details appear, your contract is ready to print.

**When received in Faculty Affairs:**

a. Check Application Materials  
b. Create Contract  
c. Email New Faculty for Intake Session (Available online)  
d. After Intake Session: “Hire” Process in PeopleSoft  
e. Information and forms, sign contract, receive copy of contract, parking authorization and ID card application  
f. Payroll Paperwork is submitted with “PPT”  
g. Email Dean’s office when contract is ready to pick up