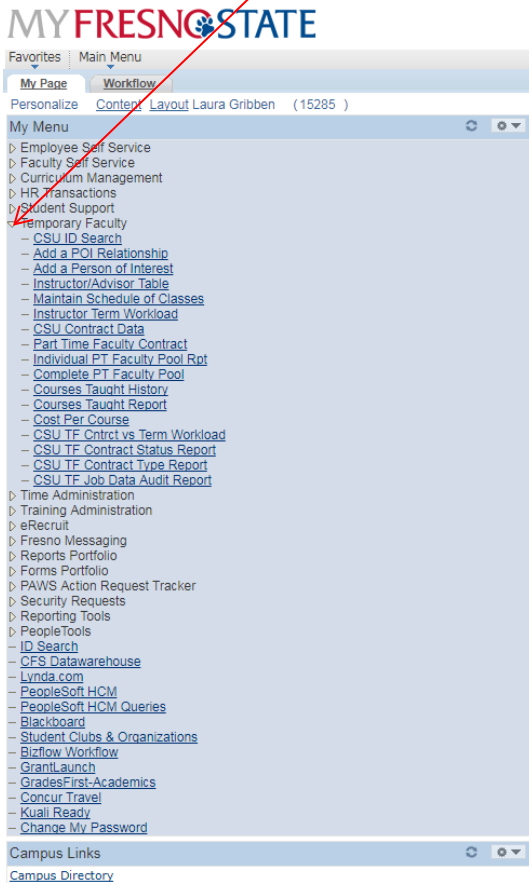


Hiring a New GA

There are three processes to hire a GA to PeopleSoft.

1. Create POI Relationship
2. Assign in Term Workload
3. Create Contract Data

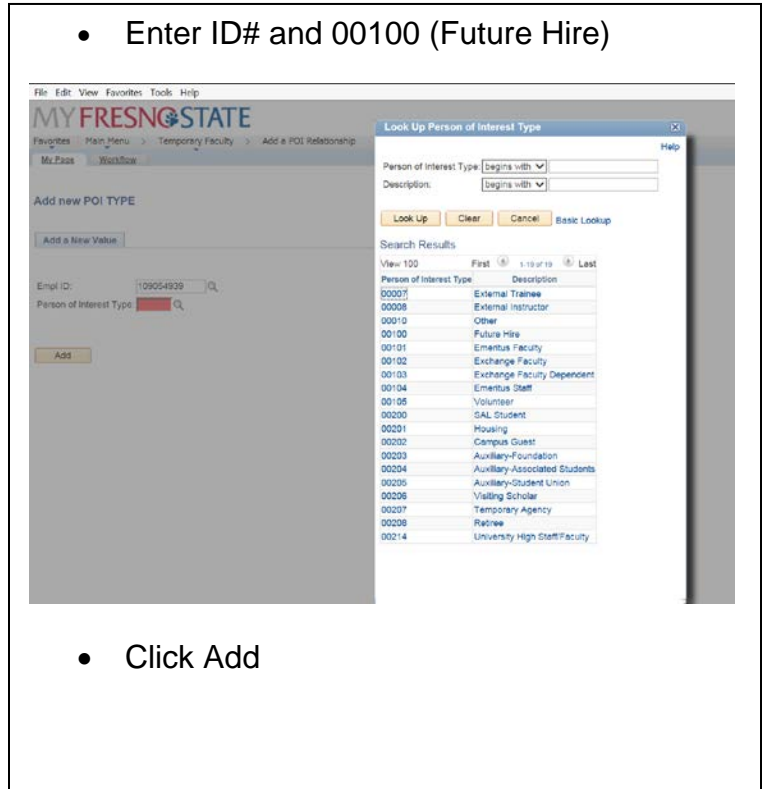
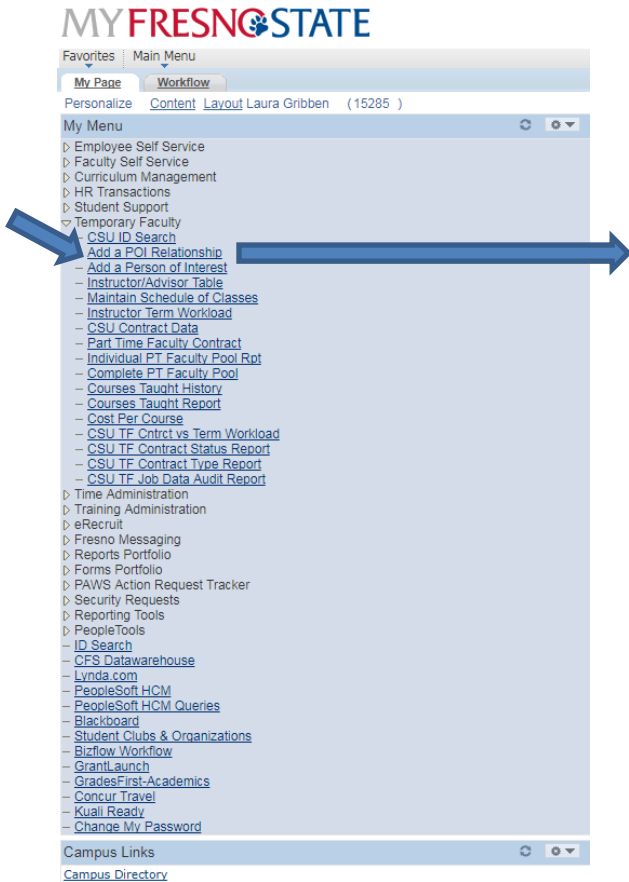
- Log into myfresnostate.edu,
- Click on “Temporary Faculty”
- By clicking on the triangle arrow
 - the list of options will drop down in sequence of usage.



Hiring a New GA

1. Create a POI Relationship

- Click on Add a POI Relationship



- Complete POI Type

Person of Interest Type: Future Hire

Security Data

*Effective Date: 08/17/2016

*Security Access Type	Enabled	Value 1	Value 2
BUSINESS UNIT	<input checked="" type="checkbox"/>	Business Unit: FRSNO	
POI DEPARTMENT	<input type="checkbox"/>	SetID: FRSNO	Department: 35304

Person of Interest History

*Effective Date	*Status	Planned Exit	More Information
1 08/17/2016	A		

Save Return to Search Notify Refresh Update/Display Include History Correct History

- IMPORTANT:**
- Add Business Unit = **FRSNO**
- Add POI DEPARTMENT = **FRSNO** and Department **5-digit Org**
- Click Save

Hiring a New GA

2. Assign in Term Workload

- Assign GA in Instructor Term workload, enter new ID number then add new value. This new panel is where you input info on the units the GA is assigned. This will show on the FAD.

Workload Definition Find | View All First 1 of 1 Last

Academic Institution: FRSNO California State Univ Fresno Total Term FTE% 50.00

Term: 2177 Fall 2017

Instructor Assignment Class: FT Full-time faculty Primary Department: Not Found

Instructor Type:

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

APDB Departmental Assignments

*Department	IFF	IAF	OSF
	0000	0000	0000

Workload Assignment | Job Code

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
GA Marching Band						0	GA	Assign Type Reason	498	7.50	<input checked="" type="checkbox"/>	50.00

Save Return to Search Notify Add Update/Display

Be sure the correct Record Number/Job Code is updated after contract is returned for signature.

Workload Definition Find | View All First 1 of 1 Last

Academic Institution: FRSNO California State Univ Fresno Total Term FTE% 50.00

Term: 2177 Fall 2017

Instructor Assignment Class: FT Full-time faculty Primary Department: Not Found

Instructor Type:

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

APDB Departmental Assignments

*Department	IFF	IAF	OSF
	0000	0000	0000

Workload Assignment | Job Code

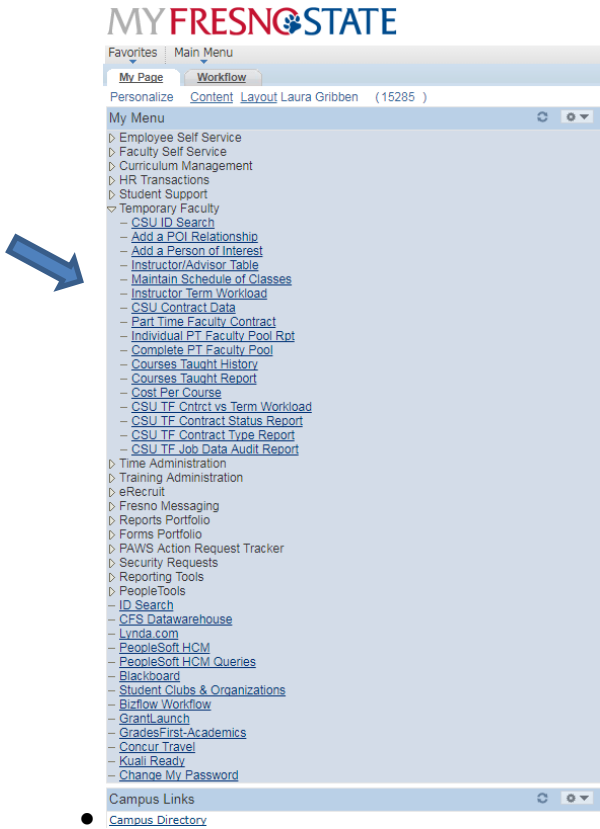
*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code
GA Marching Band						1	2355

Save Return to Search Notify Add Update/Display

Hiring a New GA

3. Create Contract Data

- Click triangle arrow > Temporary Faculty, click CSU Contract Data.



- Click second tab "Add a new value"

CSU Contract Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Empl ID: begins with []

CSU Contract Number: begins with []

Department: begins with []

Contract Status: = []

Term: begins with []

Description: begins with []

Name: begins with []

Last Name: begins with []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- Enter Fresno State ID & Department 5-digit org

CSU Contract Data

Find an Existing Value | Add a New Value

Empl ID: []

CSU Contract Number: NEW

Department: []

Add

Find an Existing Value | Add a New Value

Hiring a New GA

- Be sure to use the Semester Dates (always check website for correct beginning and end dates of semester) on the GA-AY appointment. If GA started working after August, then a Word document, GA-monthly appointment will be used.

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #:	NEW	DeptID:	31225
*Eff Date:	08/17/2017	Effective Sequence:	0
*Contract Status:	Active	Contract Desc:	GA-AY
Reg Region:	USA	Term End Date:	12/20/2017
Contract Type:	001	Multiple Term End Date:	05/19/2018
Approved by:	<input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3		

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

*Position Nbr:	00225916	Graduate Assistant	Bus. Unit:	FRSNO CSUF
Department:	31225	Physical Therapy	Job Code:	2355
Term:		Cycle:	Sal Plan/Grd:	115 /
*Late Start?	N	Academic Days Paid:	Comp Rate:	
Comments:				
		Total WTU:	6.00000	

Save Notify Add Update/Display Include History Correct History

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

-
- NOTE: If you have not entered the GA in Term Workload, the Term will not load in Contract Detail. You must enter GA in Term Workload first.
- Enter Total WTU assigned for GA. This should match the term workload WTUs.
 - *Do not Click default courses in Contract Courses tab as assigned time does not load
- **Save.**

Print Contract

- Search-Report and run info will appear.
- Enter ID# in upper half and
- Enter Academic Year (2017) on lower half.
- RUN-OK-REPORT MANAGER-REFRESH.
- Once details appear is when your contract is ready to print.
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