Temp Faculty Appointment Processing

Quick Tips

This document is intended to serve as a “quick reference” tool only. Detailed instructions can be found in your user guide (updated 7/20/2012). The updated user guide can be found on IT Training webpage at http://www.fullerton.edu/ittraining/peoplesoft/hr/hr.asp. Please be sure to visit FAR website at http://www.fullerton.edu/far/ for more information regarding other faculty business processes. Below are just a few reminders on part time temp faculty, graduate assistant, and teaching associate appointment processing:

CSU Contract Data Search Page Tabs - Find an Existing Value vs. Add a New Value

- **Find an Existing Value** = Delivers results for the existing contract number that coincides with the current appointment for a temporary faculty member who is currently in a multi term appointment that has not ended.
- **Add a New Value** = Creates a new contract number based on the contract data (anyone beginning a new temporary appointment, new to the department, or new to the university).

Part Time Lecturers and Teaching Associates

- Courses should be assigned and linked to the employee before processing begins.
- Be sure to double check the total wtu field after you’ve selected the “Default Courses” link. The wtu’s on the TF Contract Course page will auto populate the wtu’s on the Contract Content Page. In most cases, the total wtu field will need to be adjusted (overridden) on the Contract Content page.
- **Be sure to select the appropriate Letter Code on the TF Contract Total page (PTF, GA, or TA).**
- 1 academic year (ay) part - time lecturers “Contract Type” is 003 - 12.3 Entitlement.

Graduate Assistants

- If the GA is new, you’ll need to have a profile (person of interest - POI) built by the Scheduling Office.
- Continuing GA will need to be added to term workload by Scheduling.
- No courses for GA’s. However, the Academic Student Employee (ASE) Description of Duties form must be completed and signed by both the ASE and supervisor.
- Hours – to – WTU conversion chart. Be sure to get this information from your CMS/PeopleSoft training guide or FAR Temporary Faculty web page.
- Contract Type for GA’s is 011.
- Cycle code for GA’s is “GA”.

Temporary Faculty Payroll Report

- Check with your college or program approver to confirm your internal process. This may be something run by the department or college/program administration office.
- The Report is delivered directly to Payroll Services.
- The deadline for fall (2137) is Friday, August 23, 2013 and is also listed on the Important Dates To Remember sheet which can be found on FAR webpage at http://www.fullerton.edu/FAR/appointments/index.html.

Corrections/Changes/Fixes/FAR Form/Position Number

- Contact your College approver. This individual(s) will be able to help you best.
- Be sure to use the current Faculty Action Request form available on our website at http://forms.fullerton.edu/academic_affairs/#FAR.
- If you are not sure which position number to use, please contact your budget coordinator.

System fails/Error messages/CBA interpretation/Substitute Faculty/ETC.

- If the system fails, results in errors, etc, please send an email to far-cms@fullerton.edu
- If you need help with salary schedule or collective bargaining agreement interpretation, contact FAR at extension 2125.