

Enter Contract Data for Temporary Lecturers



Academic Department staff and Extended Education Staff follow this procedure to enter contract data for Temporary Lecturers who will be rehired.

A Temporary Lecturer's initial contract data is entered by Academic Personnel for their initial 1-Semester Contract.

Review/Approval History

| Date | By | Action | Pages |
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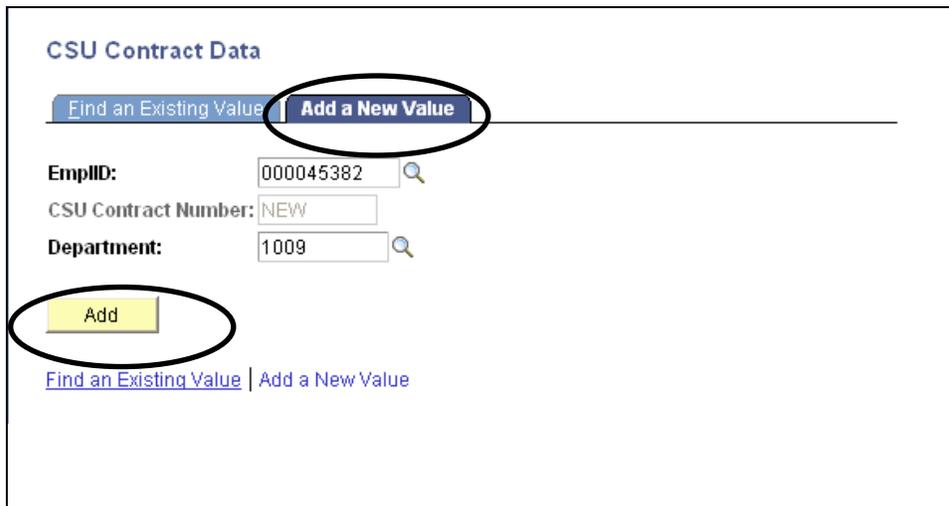
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Enter CSU Contract Data

New Contract

- **New Semester Contract**
- **New FALL semester of an Academic Year (AY) Contract**
- **New 1st Semester of Year 1 of a 3 Year Contract**

1. From the main menu, select **CSU Temp Faculty > CSU Contract Data**.



The screenshot shows the 'CSU Contract Data' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and circled in red. Below the tabs, there are three input fields: 'EmpIID' with the value '000045382', 'CSU Contract Number' with the value 'NEW', and 'Department' with the value '1009'. Each input field has a magnifying glass icon to its right, indicating a lookup function. Below the input fields, there is a yellow 'Add' button, which is also circled in red. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 1: CSU Contract Data—Add a New Value.

2. Click the **Add a New Value** tab.
3. Enter the **EmpIID** (Employee ID) and **Department** number. Use the **Lookup** button  to search for valid values for the EmpIID and Department. The lookup for EmpIID allows you to search for a person's based on their first and last name.
4. The **CSU Contract Number** defaults to NEW and is not editable. The system creates a contract number when you are done with data entry and Save your work.
5. Click the **Add** button.
6. The Contract Data component opens to the **Contract Status/Content** page (Figure 2).

Figure 2: Contract Data – Contract Status/Content.

7. The **Contract Status/Content** section indicates this is row **1 of 1**. Do not add a row. You'll begin adding the new contract on this row.
8. **CSU Contract #** - defaults to **NEW**. (The contract number is populated by the system later in this procedure when you Save the new contract data—don't click Save for now.)
9. Continue with the steps in the section titled [Contract Status/Content page \(page 6.\)](#)

Continuing Contract

- **2nd semester of an Academic Year (AY) Contract**
- **All semesters after the 1st, of a 3 Year Contract**

1. To search for a continuing Academic Year or 3-Year appointment, click the **Find an Existing Value** tab.

Figure 3: CSU Contract Data – Find an Existing Value.

2. Enter search criteria, such as the lecturer's **First** and **Last Name**. (Partial name searches are helpful—such as Sal and Sal for Sally Salmon.)
3. Click **Search**.
4. If multiple persons, or multiple contracts for a person, match the search criteria **Search Results** display in a grid at the bottom of the page.

Search Results

View All First 1-2 of 2 Last

| EmplID | CSU Contract Number | Department | Description | Contract Status | Name | Last Name | Second Name |
|---------------------------|---------------------------|----------------------|--------------------------------------|------------------------|------------------------------|------------------------|-------------------------|
| 000047839 | 000001270 | 1037 | SASalmon-HCOM-AY0708 | Active | Sally Salmon | SALMON | (blank) |
| 000047839 | 000001270 | 1037 | Salmonoid Studies | Active | Sally Salmon | SALMON | (blank) |

Figure 4: CSU Contract Data – Find an Existing Value – Search Results.

5. Click on the desired contract record that you want to update. If there is more than one record listed with the same description name, select the most recent term. The **Contract Status/Content** page opens.
6. If only one person and contract meets the search criteria the **Contract Status/Content** page opens directly.

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

Sally Salmon Person ID: 000047839

Contract Status/Content View All 1 of 1

CSU Contract #: 000001270 DeptID: 1037

'Eff Date: 11/19/2007 Effective Sequence: 0 Contract Desc: SASalmon-HCOM-AY0708

'Contract Status: Active Entitlement: Term End Date: 06/30/2008

Reg Region: USA Multi-Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: Approver1 Approver2 Approver3

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

'Position Nbr: 10000046 Assistant Professor Bus. Unit: MB000 CSUMB

Department: 1037 Humanities & Communications Job Code: 2360 Sal Plan/Grd: 321 / 3

Term: 2074 Cycle: 1 *Comp Rate: 5000.000000

'Late Start? N Academic Days Paid: Total WTU: 4.00000

Comments: TEST FOR V 8.9 JOB AID

Save Return to Search Previous in List Next in List Add Update/Display Include History

[Contract Status/Content](#) | [TF Contract Courses](#) | [TF Contract Total](#)

Figure 5: CSU Contract Data – Contract Status/Content page.

7. For Temporary Lecturers who have already worked at least one semester **of this contract**, click the **Add a Row** button **+** at the Contract Status/Content level to add a new effective-dated row of data (Figure 5).
8. Continue with the steps in the section titled [Contract Status/Content page \(page 6.\)](#)

Contract Status/Content page

The screenshot displays the 'Contract Status/Content' page for user Sally Salmon. At the top, there are navigation tabs for 'Contract Status/Content', 'TF Contract Courses', and 'TF Contract Total'. The user's name 'Sally Salmon' and 'Person ID: 000047839' are shown. The main form is divided into two sections: 'Contract Status/Content' and 'TF Contract Detail'. The 'Contract Status/Content' section includes fields for CSU Contract # (000001270), Eff Date (11/19/2007), Effective Sequence (0), Contract Desc (SASalmon-HCOM-AY0708), Contract Status (Active), Entitlement, Term End Date (06/30/2008), Reg Region (USA), Multi-Term End Date, Contract Type (001 - Academic Year Appointment), and Approved by (Approver 1, 2, 3). The 'TF Contract Detail' section includes Position Nbr (10000046 - Assistant Professor), Bus. Unit (MB000 - CSUMB), Department (1037 - Humanities & Communications), Job Code (2360), Sal Plan/Grd (321 / 3), Term (2074), Cycle (1), Comp Rate (5000.000000), Late Start? (N), Academic Days Paid, Total WTU (4.00000), and a Comments field containing 'TEST FOR V 8.9 JOB AID'. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Add, Update/Display, and Include History, along with a breadcrumb trail: Contract Status/Content | TF Contract Courses | TF Contract Total.

Figure 6: Contract Status/Content page.

1. **CSU Contract #** is populated by the system.

If you are **adding a new contract**, when you first open this page the **Person, Person ID,** and **Department ID** number are displayed, and the **CSU Contract Number** defaults to **NEW**. The number is filled in by the system when you are done entering the new contract information and **Save** the record.

If you are **updating an existing contract** the actual **CSU Contract Number** displays along with additional contract details entered by a prior user.

2. For a new contract enter or update the **Effective Date (Eff Date)** for the start of the appointment. This is the first faculty/academic working day of the semester—usually the first day of Faculty Planning Week (e.g., 08/18/08 for Fall 2008, 01/15/09 for Spring 2009.)

The effective date must also be changed each time the contract changes. For example, if the lecturer has an AY appointment, teaches 8 units in the Fall and 4 in the Spring, there would be a new entry for the spring so a new effective date would be needed to show the change for spring.

3. Leave **Effective Sequence** at 0 (zero.)
4. Enter the **Contract Description (Contract Desc)**, if needed.

 **NOTE:** The Dean's Office and Departments will agree on each department's format for contract numbers. A typical format is: First two characters of first name, Full last name, hyphen, Department abbreviation or acronym, hyphen, Period of appointment. For example, for an academic year appointment for Abraham Lincoln in WLC, we use **AbLincoln-WLC-AY0809**. For a 3-year appointment for Mr. Lincoln we use **AbLincoln-WLC-3YR0811**

Examples for periods of appointment:

| | |
|---------|-------------------------|
| AY0809 | Academic Year 2008-2009 |
| F08 | Fall 2008 |
| S09 | Spring 2009 |
| 3YR0811 | Three year appointment |

5. Accept the **Contract Status** (Active).
6. At this time the **Entitlement** field is not used and there is no CMS Student/HR system processing using this field.
7. Enter or update the **Term End Date**.
 - **1-Semester Appointments** – the Term End Date is the end of the semester deadline for submitting grades, not the last day of classes.
 - **Academic Year Appointments** – the Term End Date is the end of the academic year (deadline for submitting grades, not the last day of classes.)
 - **3-Year Appointments** – the Term End Date is the end of the current academic year (deadline for submitting grades), not the last day of classes.
8. Accept the default **Regulatory Region (Reg Region)**, USA.
9. For 3-year appointments *only*, enter the **Multi-term End Date**. This field is used for 3-year contracts rather than for Academic Year or Semester contracts. Provide a best estimate of the last workday (last day when grades are due) for the last term of the 3rd year.

If this is not a 3-year appointment, leave this field **blank**.

10. **Contract Type** – Enter or update the type of contract that the Temporary Lecturer will be offered. Those used most commonly are shown in **Table 1**.

| Type | Description | Used for |
|------|-------------------------------|--|
| 001 | Academic Year Appointment | Academic Year appointment |
| 002 | 12 Month Appointment | 12 Month Appointment (used rarely) |
| 006 | Semester Appointment | Semester Appointment |
| 010 | Summer Session Appointment | DLEE summer session |
| 011 | Special Session Appointment | DLEE spring fall or winter session |
| 014 | 12.29 Entitlement - Yr 1 of 3 | 1 st year of 3 year appointment |
| 015 | 12.29 Entitlement - Yr 2 of 3 | 2 nd year of 3 year appointment |
| 016 | 12.29 Entitlement - Yr 3 of 3 | 3 rd year of 3 year appointment |

Table 1: Common Contract Types

11. The **Approved By** fields are not used at this time.
12. Enter the **Position Number** or use  to select it from the list. The **Business Unit**, department **Description**, **Job Code** and **Salary Plan/Grade** fill-in based on the Position Number selected.

13. Click on the **Search** button  to enter the 4 character **Term** for the contract. The **Term** field follows this convention:

First 3 characters: Abbreviated year (e.g., 207 for the year 2007)

4th character: 1 = Winter, 2 = Spring, 3 = Summer, 4 = Fall

Example: 2072 = Spring 2007; 2074 = Fall 2007

14. Enter 1 in the **Cycle** field, or leave the default value at 1.

15. Verify the full-time, monthly **Compensation Rate (Comp Rate)** for the Temporary Faculty member (see [Appendix A](#) for navigation instructions to this information in CMS Student/HR).

 **NOTE:** The Compensation Rate will be multiplied by the pay decimal derived from the total WTU (Weighted Teaching Units) of the contract. The result will be the monthly rate of pay that will be displayed on the **TF Contract Total** page.

16. In the **Late Start** field indicate whether the Temporary Faculty member will start their position after the beginning of the academic term (L – Late Start), or start their position at the beginning of the academic term (N – None). If you enter **L** for **Late Start**, call Academic Personnel to find out the number of days to enter in the **Academic Days Paid** field, and enter that number.

17. If the Temporary Lecturer has only teaching time, put the **Total WTU (total weighted teaching units)** for the semester in the **Total WTU** field and click the **TF Contract Total** tab to open that page. Proceed to the section titled [TF Contract Total Page](#) (page 10.)

18. If the faculty member has teaching and non-teaching time, skip to and complete the TF Contract Courses page first. Click the **TF Contract Courses** tab to open that page. Proceed to the section titled [TF Contract Courses Page](#) (page 8).

 **NOTE:** If this is a continuing Academic Year or 3-Year appointment with **no change in time base**, you are finished entering data. Click  **Save** to save the record. No contract letter needs to be printed in these cases.

TF Contract Courses Page

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

Jennifer Jones Person ID: 000045382

Contract Data
 CSU Contract Number: NEW DeptID: 1009 Eff Date: 06/04/2007 Sequence: 0

Contract Detail
 Position Nbr: 10001514 Instr Fac, Summer Session Bus Unit: MB000
 Department: 1009 Arts, Humanities & Social Sci Job Code: 2357 Plan Grade: 334 /
 Term: 2073 Cycle: 1
 Late Start: N Academic Days Paid: Total WTU: 5.00000 Comp Rate: 2500.000000

Course Assignments

| Class Nbr | Subject Area | Catalog Nbr | Description | Section | K / S | K Factor | Units | #Students | WTU |
|-----------|--------------|-------------|-------------|---------|-------|----------|-------|-----------|----------|
| 1 | | | | | K | | | | 4.000000 |

Other Assignments

| Assignment Type | Reason Code | Time Source Code | Academic Org/Dept | WTU | Description |
|-----------------|-------------|------------------|-------------------|----------|------------------------------|
| 11 | A | University | 1009 | 1.000000 | Excess enrollment for ABC233 |

Buttons: Save, Add, Update/Display, Include History, Correct History

Figure 7: TF Contract Courses page.

Course Assignments

1. Enter the total **WTU** (weighted teaching units) for all courses assigned to this Lecturer.

 **NOTE:** If a course is dropped after the contract has been generated, and it affects the Lecturer's WTUs, you will need to change the total WTU in the TF Contract Courses page, and generate a new contract.

 **Note:** Each department completes the WTU according to its own standards. The following applies to temporary lecturers that are full-time on 3-Year contracts. As CSUMB cannot pay for more than 15 units, if a Lecturer earns 16 WTUs in the fall semester and 14 WTUs in the spring semester, enter 15 WTUs for each semester, and enter a comment to reflect this in the Comment field on the **Contract Status/Content** panel.

Other Assignments

 **NOTE:** Other Assignments are also referred to as **Indirect** or **Non-teaching** units or assignments.

2. Enter **Assignment Type** or use  to look up valid values.

| Assignment Types | |
|------------------|--|
| 11 | Excess Enrollments |
| 12 | New Preparations |
| 14 | Course or Supervision Overload |
| 15 | Nontraditional instruction |
| 16 | In-Service Training for K-12 Personnel |
| 17 | Credit by Examination/Evaluation |

| | |
|----|--|
| 18 | Instructional Support of Graduate Students |
| 21 | Special Instructional Programs |
| 22 | Instructional Experimentation or Innovation, or Instructionally Related Research |
| 23 | Instruction-Related Services |
| 31 | Student Advisor Responsibilities (Graduate Student Evaluation, etc.) |
| 32 | Instruction-Related Committee Assignments |
| 33 | Curricular Planning or Studies |
| 34 | Accreditation Responsibilities |
| 35 | Instruction-Related Facilities Planning |
| 41 | CFA Activities |

Table 2: Assigned Time Definitions (abbreviated)

3. Enter the workload **Reason Code** for the assignment or use  to look up valid values.
4. Enter the **WTUs** for this assignment.
5. Enter the **Description** of the non-teaching or other assignments.
6. The **Time Source Code** field is not used at this time.
7. The **Academic Org/Dept** field is not used at this time.
8. Click  to insert additional non-teaching or other assignments associated with the contract.
9. Click the **TF Contract Total** tab to open that page.
10. The **TF Contract Total** page displays.

TF Contract Total Page



NOTE: If this is a continuing Academic Year or 3-Year appointment with **no change in time base**, no contract letter needs to be printed. In these cases leave the **Print** checkbox unselected, and **Letter Code** unpopulated.

If this is a **new** Semester or Academic Year contract, or a **continuing** Academic Year contract **for which there is a time base change**, a new contract letter must be printed. In those cases follow these steps:

The screenshot shows the 'TF Contract Total' page for Jennifer Jones (Person ID: 000045382). The 'Contract Data' section includes CSU Contract Number: 000001219, DeptID: 1009, Eff Date: 06/04/2007, and Eff Seq: 0. The 'Contract Total Detail' table has one row for 'Instr Fac, Summer Session' with a 'Print' checkbox checked and 'CN' entered in the 'Letter Code' field. The 'Save' button is highlighted in yellow at the bottom left.

| Title | Dept | Dept Name | Job Cd | Sal Plan | Sal Grd | Term | Comp Rate | Pay Decimal | Fraction | Month Rate | Term Rate | Total WTU | Print | Letter Code | Date Printed | Last Upd DTm | Last Upd By |
|---------------------------|------|-------------------------------|--------|----------|---------|------|-------------|-------------|----------|------------|-----------|-----------|-------------------------------------|-------------|----------------------|--------------|-------------|
| Instr Fac, Summer Session | 1009 | Arts, Humanities & Social Sci | 2357 | 334 | | 2073 | 2500.000000 | 0.333333 | 1/3 | 833.330 | 3333.320 | 5.0000 | <input checked="" type="checkbox"/> | CN | 03/20/2007 5:01:03PM | | gall6496 |

Figure 8: TF Contract Total page

1. Scroll to the right to verify the **Print** checkbox is selected.
2. Enter a Letter code:
 - DLE** Extended Education contract letter
 - CN1** New Semester contract letter, or Academic Year, 1st semester contract letter
 - TBC** Continuing Academic Year, 2nd semester, with Time Base Change contract letter
 - Leave blank** 3 year contracts, as these are not being printed from CMS Student/HR, or Continuing Academic Year, 2nd semester, with No Time Base Change
3. Scroll to the left to see the **Save** button.
4. Click **Save** to save the contract information entered.

Congratulations! You have finished entering the contract data required for this faculty member.

Appendix A. Compensation Rate

The Monthly Compensation Rate is required to complete the Temporary Lecturer contract data entry process. Access to the Job Summary page is granted at the same time as CSU Contract Data is granted.

Navigation:

Main Menu > Workforce Administration > Job Information > Review Job Information > **Job Summary**

1. Enter the employee Last Name and First Name (Name).
2. Click **Search**.
3. The employee **Job Summary** record displays.
4. Select the **Compensation** Tab.
5. Note the most recent (at the top) monthly rate.

The screenshot shows the 'Job Summary' page for employee Nellie Nautilus (EMP ID: 000036555, Empl Rcd #: 0). The 'Compensation' tab is selected, displaying a table of compensation rates. The table has columns for Eff Date, Sequence, Annual Rt, Monthly Rt, Daily Rt, Hrly Rate, Currency, Change Percent, and Components. The most recent entry (07/31/2009) has a Monthly Rt of \$3,378.000, which is circled in red.

| Eff Date | Sequence | Annual Rt | Monthly Rt | Daily Rt | Hrly Rate | Currency | Change Percent | Components |
|------------|----------|--------------|-------------|-----------|-------------|----------|----------------|----------------------------|
| 07/31/2009 | 0 | \$40,536.000 | \$3,378.000 | \$155.908 | \$19.488462 | USD | 2.988 | Components |
| 06/01/2008 | 0 | \$40,536.000 | \$3,378.000 | \$155.908 | \$19.488462 | USD | 2.988 | Components |
| 01/01/2008 | 0 | \$40,536.000 | \$3,378.000 | \$155.908 | \$19.488462 | USD | 2.988 | Components |
| 10/31/2007 | 0 | \$39,360.000 | \$3,280.000 | \$151.388 | \$18.923077 | USD | 0.985 | Components |
| 07/01/2007 | 0 | \$38,976.000 | \$3,248.000 | \$149.911 | \$18.738462 | USD | 3.472 | Components |

Figure 2: Job Summary Compensation Tab