Teaching Associates and Graduate Assistants

Hire TAs or GAs

Perform CSU ID Search

1. Navigate to **CSU ID Search**
2. Enter any known search criteria, then click Search
3. The search results display
4. Repeat this search process using different criteria to verify whether or not the person is already in the database
    - Retrieve an **existing employee ID**
    - Perform search using **partial names**
    - Perform search using **SSN**

    Notes: The search is also useful if you need to see their job history. The employee will definitely show up in the CSUID Search results. Students who attended several years ago are now in PeopleSoft with empl ID's
5. Verify whether they had a job at SJSU or retrieve their student ID. If they had a job, the Action reason on the appointment form will be **HIR CON**. All steps will be the same

Complete the Contract Data

1. From the Main Menu, navigate to **Workforce Administration** → **CSU Temp Faculty** → **CSU Contract Data**
   The CSU Contract Data search page displays
2. Click **Add a New Value** tab
   The Add a New Value page displays
3. Enter requested data
4. Click **Add**
5. Enter criteria on **Contract Status/Content** page
6. Enter criteria in **TF Contract Detail** section
7. Click **TF Contract Total** tab
   The TF Contract Total page displays
8. Verify the data for the semester(s)
9. **Letter Code:** Enter **CN1** in the semester(s)
10. Click **Save**

Generate and Print the Contract/Terms & Conditions

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration**
2. Click either **Contract for TA** or **Contract for GA**
   The Find an Existing Value search page displays
3. Click **Search**
4. Select a **Run Control ID** by clicking the appropriate hyperlink
   The contract page displays
5. Enter the data to generate the contract
6. Click **Run**
   The Process Scheduler Request page displays
7. Select the following settings:
    - **Server Name:** PSUNX
    - **Type:** Web
    - **Format:** PDF
8. Click **OK**
   The contract page displays

9. Click **Process Monitor** hyperlink
   The Process List page displays.
10. Wait at least 15 seconds, and then click **Refresh**
11. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**
12. Click **Details** hyperlink
    The Process Detail page displays
13. Click **View Log/Trace** hyperlink
    The View Log/Trace page displays
14. Click **PDF** hyperlink
15. Print the contract using the browser or Adobe Acrobat print button
    Note: 2 pages will print for an Academic year appointment

Generate and Print the Appointment Form

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration** → **TF/TA/GA Appt-Revision Form**
   The Find an Existing Value search page displays
2. Click **Search**
   The search results display
3. Select a **Run Control ID** by clicking the appropriate hyperlink
   The appointment form page displays
4. Enter the data to generate and populate the appointment form
5. Click **Run**
   The Process Scheduler Request page displays
6. Select the following settings:
   - **Server Name:** PSUNX
   - **Type:** Web
   - **Format:** PDF
7. Click **OK**
   The TF/TA/GA Appt-Revision Form page displays
8. Click **Process Monitor**
   The Process List page displays
9. Wait at least 15 seconds, and then click **Refresh**
10. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**
11. Click **Details** hyperlink
    The Process Detail page displays
12. Click **View Log/Trace** hyperlink
    The View Log/Trace page displays
13. Click the **PDF** hyperlink
14. Print the contract using the browser or Adobe Acrobat print button
15. Obtain signatures and forward to Faculty Services (via Dean's Office as applicable)

Hire a TA or GA Into a Concurrent Job

Perform a CSU ID Search

1. From the Main Menu, navigate to **CSU ID Search**
2. Enter search criteria
   The CSU ID Search displays the information for the person
3. Write down the **employee ID** and the **next unused record number**

Complete the Contract Appointment Letter

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration**
   The Workforce Administration page displays
2. Click either **Contract by Emplid** or **Contract for TA** or **Contract for GA**
   The Find an Existing Value search page displays
3. Click **Search**
   The search results display
4. Select a **Run Control ID** by clicking the appropriate hyperlink
   The contract page displays
5. Enter the data to generate the contract
6. Click **Run**
   The Process Scheduler Request page displays
7. Select the following settings:
   - **Server Name:** PSUNX
   - **Type:** Web
   - **Format:** PDF
8. Click **OK**
   The contract page displays
9. Click **Process Monitor** hyperlink
   The Process List page displays.
10. Wait at least 15 seconds, and then click **Refresh**
11. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**
12. Click **Details** hyperlink
    The Process Detail page displays
13. Click **View Log/Trace** hyperlink
    The View Log/Trace page displays
14. Click **PDF** hyperlink
15. Print the contract using the browser or Adobe Acrobat print button
    NOTE: 2 pages will print for an Academic year appointment

Generate and Print the Contract/Terms & Conditions

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration**
2. Click either **Contract for TA** or **Contract for GA**
   The Find an Existing Value search page displays
3. Click **Search**
4. Select a **Run Control ID** by clicking the appropriate hyperlink
   The contract page displays
5. Enter the data to generate the contract
6. Click **Run**
   The Process Scheduler Request page displays

7. Select the following settings:
   - **Server Name:** PSUNX
   - **Type:** Web
   - **Format:** PDF
8. Click **OK**
   The contract page displays
9. Click **Process Monitor** hyperlink
   The Process List page displays.
10. Wait at least 15 seconds, and then click **Refresh**
11. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**
12. Click **Details** hyperlink
    The Process Detail page displays
13. Click **View Log/Trace** hyperlink
    The View Log/Trace page displays
14. Click **PDF** hyperlink
15. Print the contract using the browser or Adobe Acrobat print button
    NOTE: 2 pages will print for an Academic year appointment

Generate and Print the Appointment Form

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration** → **TF/TA/GA Appt-Revision Form**
   The Find an Existing Value search page displays
2. Click **Search**
   The search results display
3. Select a **Run Control ID** by clicking the appropriate hyperlink
   The appointment form page displays
4. Enter the data to generate and populate the appointment form
5. Click **Run**
   The Process Scheduler Request page displays
6. Select the following settings:
   - **Server Name:** PSUNX
   - **Type:** Web
   - **Format:** PDF
7. Click **OK**
   The TF/TA/GA Appt-Revision Form page displays
8. Click **Process Monitor**
   The Process List page displays
9. Wait at least 15 seconds, and then click **Refresh**
10. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**
11. Click **Details** hyperlink
    The Process Detail page displays
12. Click **View Log/Trace** hyperlink
    The View Log/Trace page displays
13. Click the **PDF** hyperlink
14. Print the contract using the browser or Adobe Acrobat print button
15. Write in the next unused record number found in the CSUID Search in the Empl ID field
16. Obtain signatures and forward to Faculty Services (via Dean's Office as applicable)

Rehire TAs or GAs

Complete the Contract Appointment Letter

1. From the Main Menu, navigate to **Workforce Administration** → **CSU Temp Faculty** → **CSU Contract Data**
   The CSU Contract Data search page displays
2. Click **Add a New Value** tab
   The Add a New Value page displays
3. Enter requested data
4. Click **Add**
5. Enter criteria on **Contract Status/Content** page
6. Enter criteria in **TF Contract Detail** section
7. Click **TF Contract Total** tab
   The TF Contract Total page displays
8. Verify the data for the semester(s)
9. **Letter Code:** Enter **CN1** in the semester(s)
10. Click **Save**

Generate and Print the Contract/Terms & Conditions

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration**
2. Click either **Contract for TA** or **Contract for GA**
   The Find an Existing Value search page displays
3. Click **Search**
4. Select a **Run Control ID** by clicking the appropriate hyperlink
   The contract page displays
5. Enter the data to generate the contract
6. Click **Run**
   The Process Scheduler Request page displays
7. Select the following settings:
   - **Server Name:** PSUNX
   - **Type:** Web
   - **Format:** PDF
8. Click **OK**
   The contract page displays
9. Click **Process Monitor** hyperlink
   The Process List page displays.
10. Wait at least 15 seconds, and then click **Refresh**
11. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**
12. Click **Details** hyperlink
    The Process Detail page displays
13. Click **View Log/Trace** hyperlink
    The View Log/Trace page displays
14. Click **PDF** hyperlink
15. Print the contract using the browser or Adobe Acrobat print button
    Note: 2 pages will print for an Academic year appointment

Generate and Print the Appointment Form

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration** → **TF/TA/GA Appt-Revision Form**
   The Find an Existing Value search page displays
2. Click **Search**
   The search results display
3. Select a **Run Control ID** by clicking the appropriate hyperlink
   The appointment form page displays
4. Enter the data to generate and populate the appointment form
5. Click **Run**
   The Process Scheduler Request page displays
6. Select the following settings:
   - **Server Name:** PSUNX
   - **Type:** Web
   - **Format:** PDF
7. Click **OK**
   The TF/TA/GA Appt-Revision Form page displays
8. Click **Process Monitor**
   The Process List page displays
9. Wait at least 15 seconds, and then click **Refresh**
10. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**
11. Click **Details** hyperlink
    The Process Detail page displays
12. Click **View Log/Trace** hyperlink
    The View Log/Trace page displays
13. Click the **PDF** hyperlink
14. Print the contract using the browser or Adobe Acrobat print button
15. Obtain signatures and forward to Faculty Services (via Dean's Office as applicable)

Revise Contracts for TAs or GAs

Revise Contract—Change WTU/FTE with Same Effective Date

1. From the Main Menu, navigate to **Workforce Administration** → **CSU Temp Faculty** → **CSU Contract Data**
   The CSU Contract Data search page displays
2. Enter search criteria (such as last name, emplid)
3. Select **Correct History** checkbox
4. Click **Search**
   The Contract Status/Content page displays
5. In the **TF Contract Detail** section, use the lookup button to select **Term**
6. Enter changes
7. Click **Save**
8. Click **TF Contract Total** tab
9. Verify the revised data for semester(s)

Generate and Print the Contract/Terms & Conditions

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration**
2. Click either **Contract for TA** or **Contract for GA**
   The Find an Existing Value search page displays
3. Click **Search**
4. Select a **Run Control ID** by clicking the appropriate hyperlink
   The contract page displays
5. Enter the data to generate the contract
6. Click **Run**
   The Process Scheduler Request page displays
7. Select the following settings:
   - **Server Name:** PSUNX
   - **Type:** Web
   - **Format:** PDF
8. Click **OK**
   The contract page displays
9. Click **Process Monitor** hyperlink
   The Process List page displays.
10. Wait at least 15 seconds, and then click **Refresh**
11. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**
12. Click **Details** hyperlink
    The Process Detail page displays
13. Click **View Log/Trace** hyperlink
    The View Log/Trace page displays
14. Click **PDF** hyperlink
15. Print the contract using the browser or Adobe Acrobat print button

Generate and Print the TF/GA/TA Revision Form

1. From the Main Menu, navigate to **SJSU Human Resources** → **Workforce Administration**
2. Click **TF/TA/GA/Appt-Revision Form**
   The Find an Existing Value search page displays
3. Click **Search**
   The search results display
4. Select a **Run Control ID** by clicking the appropriate hyperlink
   The TF/TA/GA Appt-Revision Form page displays
5. Enter the data to generate the appointment form
6. Click **Run**
   The Process Scheduler Request page displays
7. Select settings as follows:
   - **Server Name:** PSUNX
   - **Type:** Web
   - **Format:** PDF
8. Click **OK**
   The TF/TA/GA Appt-Revision Form page displays
9. Click **Process Monitor** hyperlink
   The Process List page displays
10. Wait at least 15 seconds, and then click **Refresh**
11. Continue waiting and then clicking Refresh until Run Status changes to **Success** and Distribution Status changes to **Posted**
12. Click **Details**
    The Process Detail page displays
13. Click **View Log/Trace**
    The View Log/Trace page displays
14. Click the **PDF** hyperlink
15. Print the contract using the browser or Adobe Acrobat print button

Revise Contract—Change WTU/FTE with Different Effective Date

1. From the Main Menu, navigate to **Workforce Administration** → **CSU Temp Faculty** → **CSU Contract Data**
   The CSU Contract Data search page displays
2. Enter search criteria (such as last name, emplid)
3. Click **Search**
   The **Contract Status/Content** page displays
4. In the Contract Status/Content section, click the **Add [+]**button
   A new row displays
5. Click **View All** hyperlink
   All rows display
6. Enter criteria in the **Contract Status/Content** section
7. Enter criteria in the **TF Contract Detail** section
8. Click **Save**
9. Click **TF Contract Total** tab
   The TF Contract Total page displays
10. Verify the revised data for the semester
11. Generate and print the contract/terms and conditions (as described in section above)
12. Generate and print the TF/GA/TA revision form (as described in section above)

Revise Contract—Change Lecturer Level

1. From the Main Menu, navigate to **Workforce Administration** → **CSU Temp Faculty** → **CSU Contract Data**
   The CSU Contract Data search page displays
2. Enter search criteria (such as last name, emplid)
3. Select **Correct History** checkbox
4. Click **Search**
   The Contract Status/Content page displays
5. Enter changes in the **TF Contract Detail** section
6. Click **Save**
7. Click **TF Contract Total** tab
   The TF Contract Total page displays
8. Verify the revised data
9. Generate and print the contract/terms and conditions (as described in section above)
10. Generate and print the TF/GA/TA revision form (as described in section above)