

Reminders and Updates for Building 2017/2018 Contracts

TYPE OF APPOINTMENT (Fall 2017 = 2174; Spring 2018 = 2182)	EFFECTIVE DATE	TERM END DATE	MULTIPLE TERM END DATE
AY or 12.3 Entitle (dates for Fall portion)	8/17/2017	12/20/2017	5/16/2018
AY or 12.3 Entitle (dates for Spring portion)	1/10/2018	5/16/2018	5/16/2018
3 year – year 1 of 3	Fall/Spring begin	Semester end	5/15/2020
3 year – year 2 of 3	Fall/Spring begin	Semester end	5/15/2019
3 year – year 3 of 3	Fall/Spring begin	Semester end	5/16/2018
Fall Semester ONLY	8/17/2017	12/20/2017	N/A – leave blank
Spring Semester ONLY	1/10/2018	5/16/2018	N/A – leave blank
<i>For Graduate Assistant (GA) Appointments:</i>			
Academic Year (dates for Fall portion)	9/1/2017	1/30/2018	6/30/2018
Academic Year (dates for Spring portion)	1/31/2018	6/30/2018	6/30/2018
Fall Semester ONLY	9/1/2017	1/30/2018	N/A – leave blank
Spring Semester Reappt after Fall appt	1/31/2018	6/30/2018	N/A – leave blank
Spring Semester ONLY (no Fall apt)	1/1/2018	5/30/2018	N/A – leave blank

Review the [Create a Temporary Faculty Contract Guide](#) as needed for info on creating your AY 2017/18 contracts.

- 1) There is a “term end date” and a “multiple term end date.” Term end date is the end of the semester, regardless of the type of appointment. Multiple term end date is the contract end date for contracts that are longer than a semester (e.g., AY, 3 year).

Example: for a person appointed in the Fall for an AY appointment, the term would be 2174, and:

Eff Date: 08/17/17 Term End Date: 12/20/17 Multiple Term End Date: 5/16/18

If you see a warning about the dates not matching when you try to save, **do not ignore this warning** – it means that you have entered one of the dates incorrectly. (See the table above for the correct dates.)

- 2) **Incumbent Lecturers, and continuing TAs, GAs and FERPs:** Follow the [Multi-term Contracts Flow Chart Guide](#)
- Use the **Find an Existing Value** tab to locate and open the faculty member’s most recent contract
 - Add a row on the **Contract Status/Content** tab – data from the previous contract row will roll forward
 - Change data as appropriate for the 2017/18 academic year
 - Contract Description: Change “term” in description from 1617 to **1718**
 - Make sure Contract Status is **ACTIVE** - Status must be Active for new contract to be processed
 - Choose the appropriate contract type. Refer to the 2017/18 **Lecturer Appointment Eligibility Worksheet** previously emailed to you for information re: entitlement and appointment type.
 - **Delete any old comments that rolled forward**
 - Use standard comments (see [Create a TF Contract Guide](#) pages 14 & 15)
 - The Comments field on the printed form only accepts a limited number of words. Please do not use hard returns between comments, separate comments with a semicolon. Use the Notepad to record relevant information that cannot be conveyed using standard comments
 - Position # - is this a new 3-year lecturer or new *Full Time* 3-year lecturer? Be sure to check for updated Position Numbers.
 - Update the **TERM** under the TF Contract Detail section (Fall 2017 = **2174**; Spring 2018 = **2182**)
 - Current salary will default in from Job Data.
 - Course Assignments

- Letter Code: NEW, REV, CHX (for appointments needing special attention, i.e. Leave Replacement), or CNC (Cancelled)

3) Non-incumbent Lecturers, and New TAs, GAs, FERPs:

- APS will create Employee ID numbers for any new hires that do not *currently* have an ID number. Follow the steps in the [Employee Search Flowchart](#) to search for an Employee ID in the system. If an ID number is not found, send the POI link to the new hire so that they can complete the online form.
 - Email example:

Welcome to Humboldt State! In order to input your information into our PeopleSoft system, which will generate an HSU employee ID and e-mail address, we will need some personal information from you. Please complete the required information at the following link - <https://accountcenter.humboldt.edu:4443/p/r/f?p=140:2:0>.
- At the Contract Search page, use the ID you found (or APS created) to search under “Find an Existing Value”
 - If you do find an old contract:
 - Please only stack on contracts which are from the 08/09 academic year or later. Previous contracts may end up rolling incorrect info forward.
 - If you don’t find a contract, or if you only find a contract prior to 08/09, click the Add a New Value tab
 - Complete the contract data for the appointment (refer to [Create a Temporary Faculty Contract](#))
 - Reminder: initial new lecturer appointments are for 1 semester only (i.e., Fall only – Contract Type **006 - Semester**).
 - Comp Rate:
 - Salary rates for new lecturer appointments are determined by the College.
 - If Comp Rate is unknown, enter \$1.00. Consult with your College for preferred practice.
- For non-incumbent lecturers: attach the curriculum vita, the [Reference Checks form](#), and the completed [Non-incumbent Lecturer Justification Form](#).
 - Note: When offering work at the beginning of an academic year, an incumbent lecturer is any lecturer who had a paid appointment during the prior academic year (either one or both semesters). When offering work during the academic year, (e.g., for spring semester) incumbent lecturers also include those who had a paid appointment during the fall semester.
- For new TAs and GAs: attach the curriculum vita/resume.

4) Printing Contracts: PeopleSoft has the option of printing all contracts as a batch, or individually.

- [Batch Contract Print Guide](#) – print all contracts as a group
- [Individual Contract Print Guide](#) – print individual contracts
- *On printed contract:* Total Salary for the Semester (Actual): This is the total salary that will be paid to the lecturer for this assignment. For those with mid-semester revisions, late start appointments, etc., pay will be prorated and will not show accurately on the printed contract. Refer the employee to the [Explanation of the Distribution of Pay for Faculty Appointments](#) on our website for an explanation of how this pay will be distributed.

5) Dept Chair review and signature

Reminder: the Dept Chair’s signature certifies that the contractual “Order of the Assignment of Work” has been followed. This is a personnel action – recommending an appointment - not a budget action. An original signature is required. Signature stamps are not acceptable.

6) Copy of transaction form to employee – **IMPORTANT**

After the Dept Chair has signed the transaction form, give a copy to the employee; this form serves as notification of the workload assignment. After review and approval by the Dean and APS, an appointment letter will be emailed to the employee by APS (except for FERP faculty), outlining the terms and conditions of the appointment.

7) Signed original Lecturer Transaction Forms and the Assignment of Work spreadsheet go to the College and then on to APS.

8) If you have any questions please feel free to call Stephanie at x5486 or email: stephanie.vick@humboldt.edu.