

Reminders and Updates for Building 2023/2024 Contracts

| TYPE OF APPOINTMENT (Fall 2023 = 2234; Spring 2024 = 2242) | EFFECTIVE DATE | TERM END DATE | MULTIPLE TERM END DATE |
|---|-------------------|------------------|---------------------------|
| AY or 12.3 Entitle (dates for Fall portion) | 8/17/2023 | 12/20/2023 | 5/15/2024 |
| AY or 12.3 Entitle (dates for Spring portion) | 1/10/2024 | 5/15/2024 | 5/15/2024 |
| 3 year – year 1 of 3 | Fall/Spring begin | Semester end | 5/15/2026 |
| 3 year – year 2 of 3 | Fall/Spring begin | Semester end | 5/15/2025 |
| 3 year – year 3 of 3 | Fall/Spring begin | Semester end | 5/15/2024 |
| Fall Semester ONLY | 8/17/2023 | 12/20/2023 | N/A – leave blank |
| Spring Semester ONLY | 1/10/2024 | 5/15/2024 | N/A – leave blank |
| For Graduate Assistant (GA) Appointments: | | | |
| Academic Year (dates for Fall portion) | 9/1/2023 | 1/31/2024 | 6/30/2024 |
| Academic Year (dates for Spring portion) | 2/1/2024 | 6/30/2024 | 6/30/2024 |
| Fall Semester ONLY | 9/1/2023 | 1/31/2024 | N/A – leave blank |
| Spring Semester Reappt after Fall appt | 2/1/2024 | 6/30/2024 | N/A – leave blank |
| Spring Semester ONLY (no Fall apt) | 1/1/2024 | 5/31/2024 | N/A – leave blank |

Review the [Create a Temporary Faculty Contract Guide](#) as needed for info on creating your AY 2023/24 contracts.

1. Please note that 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 2234, and:

Eff Date: 08/17/23 Term End Date: 12/20/23 Multiple Term End Date: 5/15/24

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 2023/24 academic year
 - Contract Description: Change “term” in description from 2223 to **2324**
 - Make sure Contract Status is **ACTIVE** - Status must be Active for new contract to be processed.
 - Choose the appropriate contract type. Refer to the 2023/24 **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 2023 = **2234**; Spring 2024 = **2242**)
 - Current salary will default in from Job Data.

- Course Assignments
- Letter Code: NEW, REV, or CNC (Cancelled)

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

- All recruitments for non-incumbent lecturers should be done through CHRS Recruiting (PageUp) prior to building a contract. Please follow the [Steps for Hiring New Temporary Faculty Guide](#) and refer to the [CHRS Recruiting Temp Faculty Pool Guide](#) for help navigating the system.
 - **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.
- Through CHRS Recruiting (PageUp), APS will create Employee ID numbers for any new lecturer 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, please let APS know via email (aps@humboldt.edu).
- 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 remember to only stack on contracts from the 08/09 academic year or later. Contracts from earlier terms may roll incorrect information forward.
 - If you **do not** 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](#))
- Initial new lecturer appointments (and all TA and GA appointments) are for 1 semester only (i.e., Fall only – Contract Type **006 - Semester**).
- Comp Rate for new lecturer appointments are determined by the College during the “Request for College Salary Placement” status in CHRS Recruiting (PageUp).
- For all new **TAs and GAs** - please send their current CV/resume to aps@humboldt.edu

4. Printing Contracts/Creating PDFs: 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)” 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. Copy of transaction form to employee – **IMPORTANT**

After the College Office has approved the workload, please send a digital copy of the LTF to the lecturer as 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.

6. Approvals: Once completed with your department’s contracts, please contact your College office for their established approval process. Once approved by the College office, the contracts will be forwarded to APS for final review and appointment letter distribution.

7. Please contact APS via email with any questions: aps@humboldt.edu.