TF Contract Process
Multi-term Contracts (Stacking)

Navigation: CSU Temp Faculty > CSU Contract Data

1) Navigate to CSU Contract Data;
2) Search for Contract using "Find an Existing Value";
3) Add a row using plus button; Data from previous contract row rolls forward.
4) Change Effective Date to current semester
5) Check Contract Description: Change for each year (e.g. ENGL 1112 CL);
6) Check Contract Status: Make sure the status is Active;
7) Change Entitlement, Expected End Date, Multi-Year End Date and Contract Type, as necessary;
8) Change Term to current semester (e.g. Fall 2011 = 2114)
9) Confirm Comp Rate (Current rate will default from Job Data);
10) Add comments as needed; Comments also roll forward. Delete those that no longer apply to this contract.
   Indicate SAME TIME BASE if the time base is the same as the Fall appt.
11) Change course assignment, if necessary;
12) On Total page, enter appropriate Letter Code: NEW, REV or CNC
13) Save contract.

Refer to Create a Temporary Faculty Contract Guide and the TF Contract Print Process Guides for more information.

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