

# Complete an AP101S - Summer Term 2023 in Adobe Sign

During Summer Term 2023, all appointment/assignment requests will be submitted through Adobe Sign. This will allow for an all-paperless process.

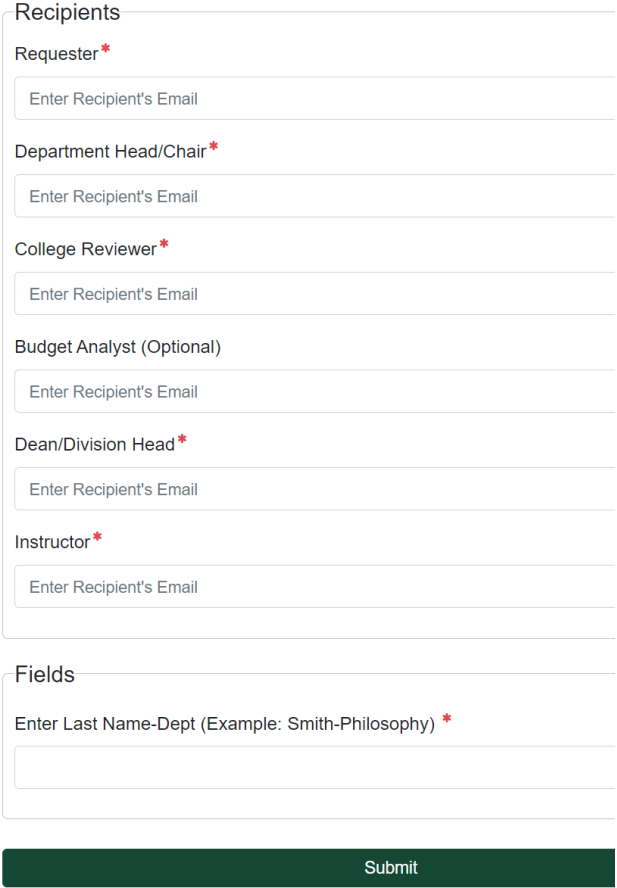
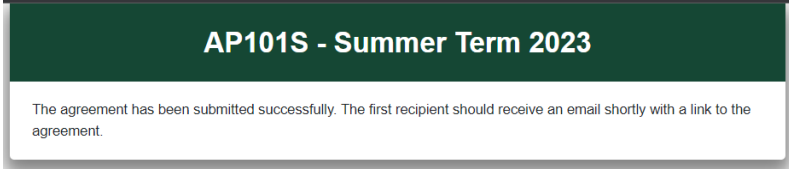

Summary of the process:

- College/department completes the AP101S - Summer Term 2023 form and routes for signatures
- Department head reviews documents, signs and routes to the college for review
- A designated person at the college level (i.e., HR business partner, associate dean, budget analyst) reviews the document, signs and routes to the dean
- Dean reviews document, signs and routes to Instructor
- Instructor reviews document, signs and routes to payroll imaging system
- Academic Personnel enters assignment into PeopleSoft referencing the imaged document, and sends pay request to Payroll for processing

## Process Detail

The [Adobe Sign AP101S - Summer Term 2023 PowerForm](#) is accessed from the [Academic Personnel Summer Term webpage](#).

Processing Steps	Screen Shot
<ul style="list-style-type: none"><li>• Navigate to the Academic Personnel Summer Term webpage.</li><li>• Click on the AP101S - Summer Term 2023 form link</li><li>• Follow the instructions on the PowerForm</li></ul>	<div><h3>AP101S - Summer Term 2023</h3><p>This form should be used for Summer Term 2023 assignments (Job Codes 2358 and 2368).</p><p>Please use only Cal Poly email addresses and enter the signers based on the following procedure:</p><ol style="list-style-type: none"><li>1. Requester - Enter your email</li><li>2. Department Head/Chair - Enter email address</li><li>3. College Reviewer - Enter email address of the individual responsible for reviewing the appointment</li><li>4. Budget Analyst - (Optional) Enter email address of the individual responsible for reviewing the appointment</li><li>5. Dean - Enter email address</li><li>6. Instructor - Enter email address</li></ol><div><b>Recipients</b><div><b>Requester*</b><div>Enter Recipient's Email</div></div><div><b>Department Head/Chair*</b><div>Enter Recipient's Email</div></div><div><b>College Reviewer*</b><div>Enter Recipient's Email</div></div></div></div>

Processing Steps	Screen Shot
<p><b>Establishing workflow</b> - This step populates email addresses that will be used to send the form to the correct persons for signature.</p> <p><b>Recipients</b></p> <ul style="list-style-type: none"> <li>The <b>first</b> Role, the Requestor, is the person completing the form. <ul style="list-style-type: none"> <li>Enter your email address</li> </ul> </li> <li>The <b>second</b> Role is the department head/chair <ul style="list-style-type: none"> <li>Enter their email address</li> </ul> </li> <li>The <b>third</b> Role is the college reviewer (determined by your college process) <ul style="list-style-type: none"> <li>Enter their email address</li> </ul> </li> <li>The <b>fourth</b> Role is the budget analyst (this is optional) <ul style="list-style-type: none"> <li>Enter their email address</li> </ul> </li> <li>The <b>fifth</b> Role is the dean <ul style="list-style-type: none"> <li>Enter their email address</li> </ul> </li> <li>The <b>sixth</b> Role is the faculty member that is receiving the summer assignment. <ul style="list-style-type: none"> <li>Enter their email address</li> </ul> </li> </ul> <p><b>Fields</b></p> <ul style="list-style-type: none"> <li>Enter Name: <ul style="list-style-type: none"> <li>Instructor's Last Name-Dept</li> </ul> </li> </ul> <p><b>Submit</b></p> <ul style="list-style-type: none"> <li>Verify all required fields are entered correctly, click <b>Submit</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>You will receive a message of your success and notice that an email has been sent.</li> <li>The email sender is <b>Academic Personnel Dept</b></li> <li>The subject is: <b>Information Requested on "AP101S-Summer Term 2023 - Instructor Name-Department"</b></li> </ul>	
<ul style="list-style-type: none"> <li>Go to your email inbox and locate the email</li> <li>Click on the <b>Review and fill out</b> button</li> <li>You will be prompted for your portal login.</li> </ul>	

Processing Steps	Screen Shot																																																																																																		
<ul style="list-style-type: none"><li>The form will open.</li></ul>	<div><div><div><div><div><div>AP101S-Summer Term 2023 - Lovin-English</div><div><div><div><div><div><div>CAL POLY</div><div>SAN LUIS OBISPO</div></div><div><div><div>Start</div></div></div><div><div><div>Request Type</div><div>New</div><div>Amendment</div></div></div></div></div><div><div><div>Full Name:</div><div>EmpID:</div><div>Org Unit:</div><div>Primary Position:</div></div><div><div>College:</div><div>DeptID:</div><div>Salary Plan/Grade:</div><div>Summer Position #:</div></div></div><div><div><div>WORK ASSIGNMENT ACTION</div><div><div><div><div><input type="checkbox"/> AY Ten/TT or Dept. Chair</div><div>2368</div></div><div><div><input type="checkbox"/> AY Lecturer (Weekend FT Winter and Spring 2023)</div><div>2368</div></div><div><div><input type="checkbox"/> AY Lecturer (Weekend FT Winter and Spring 2023)</div><div>2358</div></div><div><div><input type="checkbox"/> Volunteer</div><div></div></div></div><div><div><div>ELIGIBLE TO TEACH</div><div>Yes</div><div>No</div></div><div><div>WAIVER OF SUMMER TERM TRIAD TEACHING RESTRICTION</div><div>Signature of dean below certifies faculty member is only qualified instructor available for assignment. Summer IFF (teaching) WTU of _____ exceeds Summer Eligibility of _____ from "Number of WTUs eligible to teach Summer" column of the Summer Term Eligibility List located on the Academic Personnel Summer Term website.</div></div></div><div><div><div>WORK (TEACHING) ASSIGNMENT AND PAY</div><div>1<sup>st</sup> 5 Week: 6/28/23 - 7/28/23</div><div>WTU</div><div>Comments:</div></div></div></div></div></div></div></div></div></div></div></div></div>																																																																																																		
<ul style="list-style-type: none"><li>Complete the form.</li></ul> <p><b>TIPS:</b></p> <ul style="list-style-type: none"><li><b>Summer Position #:</b> Refer to Summer Term 2023 Position Numbers document on the AP Summer Term webpage. Pay attention to <b>Jobcode</b> 2358 or 2368 and <b>Position Ldescr</b> Instructional or Non-Instructional.</li><li><b>Eligible to Teach:</b> Refer to your college's summer eligibility list on the AP Summer Term webpage.</li><li><b>Attach Appropriate 107 Form:</b> If assignment includes administrative time, assigned time, or other support time, please attach <i>fully executed</i> AP 107 Form.</li><li><b>Total WTU:</b> Refer to WTU Table linked within the form.</li><li><b>Current Mo Base Rate:</b> Refer to PolyData Dashboards.</li><li><b>Total Term Salary</b> will calculate automatically.</li><li><b>PeopleSoft Data Entry</b> section (<b>Comp Rate</b> and <b>Total WTU</b>) will calculate automatically based on <b>Employee Type</b>, <b>Total WTU</b>, and <b>Current Mo Base Rate</b> fields.</li></ul>	<div><div><div><div><div><div>CENG</div><table><thead><tr><th>DeptID</th><th>DeptID Ldescr</th><th>Jobcode</th><th>Position Nbr</th><th>Org Unit</th><th>Position Ldescr</th><th>Position Pool</th><th>Pool Id</th></tr></thead><tbody><tr><td>111200</td><td>CENG-Aerospace Engineering</td><td>2358</td><td>00003044</td><td>112</td><td>Summer Instructional Fac</td><td>OF-SL001</td><td>190</td></tr><tr><td>111200</td><td>CENG-Aerospace Engineering</td><td>2368</td><td>00003017</td><td>112</td><td>Summer Instructional Fac</td><td>OF-SL001</td><td>190</td></tr><tr><td>111200</td><td>CENG-Aerospace Engineering</td><td>2368</td><td>00013333</td><td>112</td><td>Summer Non-Instructional Fac</td><td>UCP-75100</td><td>703</td></tr><tr><td>112502</td><td>CENG-Biomedical Engineering</td><td>2358</td><td>00001871</td><td>125</td><td>Summer Instructional Fac</td><td>OF-SL001</td><td>190</td></tr><tr><td>112502</td><td>CENG-Biomedical Engineering</td><td>2368</td><td>00006349</td><td>125</td><td>Summer Instructional Fac</td><td>OF-SL001</td><td>190</td></tr><tr><td>112502</td><td>CENG-Biomedical Engineering</td><td>2368</td><td>00013334</td><td>125</td><td>Summer Non-Instructional Fac</td><td>UCP-75030</td><td>703</td></tr></tbody></table></div><div><div><div>ELIGIBLE TO TEACH</div><div>Yes</div><div>No</div></div><div><div>WAIVER OF SUMMER TERM TRIAD TEACHING RESTRICTION</div><div>Signature of dean below certifies faculty member is only qualified instructor available for assignment. 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- Verify that all required fields are entered correctly.
- Click blue **Submit** button at the bottom of the form.

AP101S-Summer Term 2023 - Lovin-English

**CAL POLY**  
SAN LUIS OBISPO

**AP101S State-Support  
2023 SUMMER TERM  
APPOINTMENT AND ASSIGNMENT RECORD**

Request Type: ☒ New ☐ Amendment

Full Name: Summer College: CLA  
EmplID: 000135378 Org Unit: 077 DeptID: English-107700  
Primary Position: Ten/Tenure Track Salary Plan/Grade: 4 - Associa... Summer Position #: 00003610

**WORK ASSIGNMENT ACTION**

	Job Code
<input checked="" type="checkbox"/> AY Ten/TT or Dept. Chair	2368
<input type="checkbox"/> AY Lecturer (Worked FT Winter and Spring 2023)	2368
<input type="checkbox"/> AY Lecturer (Was not FT Winter and Spring 2023)	2358
<input type="checkbox"/> Volunteer	

**ELIGIBLE TO TEACH** ☐ Yes ☒ No

**WAIVER OF SUMMER TERM TRIAD TEACHING RESTRICTION**  
Signature of dean below certifies faculty member is only qualified instructor available for assignment. Summer IFF (teaching) WTU of 2 exceeds Summer Eligibility of 0 from "Number of WTUs eligible to teach Summer" column of the Summer Term Eligibility List located on the Academic Personnel Summer Term website.

**WORK (TEACHING) ASSIGNMENT AND PAY**

	WTU
1 <sup>st</sup> 5 Week: 6/26/23 - 7/28/23	4
2 <sup>nd</sup> 5 Week: 7/31/23 - 9/1/23	WTU
8 Week: 6/26/23 - 8/23/23	WTU
10 Week: 6/26/23 - 9/7/23	WTU
AT Instructional (Types 11, 15, 17, 18)	WTU
AT Non-Instructional (Other AT Types)	WTU

Comments:

Click to Attach 107 Form

**TOTAL ASSIGNMENT** 4.00 WTU

Employee Type	Total WTU	Current Mo Base Rate	Total Term Salary
AY Ten/TT or Dept. Chair	4	5000	\$6,666.67
AY Lecturer (Full-Time 2368)			
AY Lecturer (Part-Time 2358)			
Volunteer			

PS Contract Data Entry	
Comp Rate	Total WTU
6,667	5.0
0	0.0
	0.0

**APPROVALS**

Dept Head/Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Requested By: Lindsay Howell  
College Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Budget Analyst: \_\_\_\_\_  
College Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
Academic Personnel: \_\_\_\_\_ Date: \_\_\_\_\_ Org: \_\_\_\_\_ Empl Rcd: \_\_\_\_\_

**Instructor Agreement:** I understand this offer and salary are contingent upon minimum enrollment and upon notification no later than the third class meeting that a class section has been cancelled. In event of such cancellation, I shall be paid on a pro-rata basis for the days a class section was taught. If a class section is cancelled before the beginning of the first class, there will be no compensation. I understand that instructors with job code 2368 will receive three payments (August 1, August 31, and September 12, 2023). Instructors with job code 2358 will receive four payments (June 30, August 1, August 31, and September 12, 2023). Pursuant to current regulations, no credit will be earned.

By form filing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Cal Poly.

**Submit**

## Processing Steps

- You will have the option to view and/or download the form.
- At this point the form has been sent to the next person on the workflow that you established earlier in the process.
- You will need to refer to certain fields on the form in order to **Create the Summer Term Contract** (follow guide below).

## Screen Shot



### You're all set

You finished filling out "AP101S-Summer Term 2023 - Lovin-English".

Next, Lindsay Howell will sign.

All parties will be notified via email. You can also [download a copy](#) of what you just filled.

Manage your Acrobat Sign agreements

[Manage](#)

# Create a Summer Term Contract

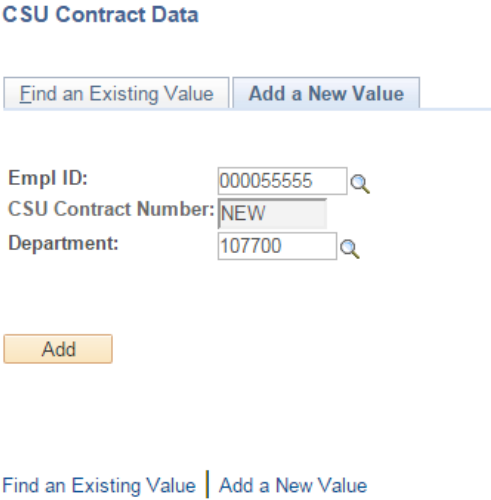
## Prerequisite

- Person must have an existing Empl ID in order to create a CSU Contract
- To locate the Empl ID use CSUID Search (go to CSUID Search BPG for details)
- The Empl ID can be copied and pasted in the New Contract Empl ID field when creating the new contract.
- If the person is not found via CSUID Search by using all search options, STOP. The Dean's Office will enter the Contract Data.
- Summer Term contracts will always be separate from the regular academic year contracts in PeopleSoft.

## Process Detail

The CSU Temporary Faculty Contract Data component is used to process contract data for various academic related employees. The data in the Faculty Contract is used for the hire/rehire process in Job Data

## PeopleSoft Navigation: CSU Temp Faculty > CSU Contract Data

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>• Click on the Add a New Value tab or <a href="#">Add a New Value</a> hyperlink</li> </ul> <p><b>EmplID – Use one of the following methods to enter Emplid to prevent keying errors:</b></p> <ol style="list-style-type: none"> <li>1. Use the lookup to locate the Empl ID</li> <li>2. Use CSUID search results (copy and paste Emplid)</li> <li>3. Use Contract Search results (copy and paste Emplid).</li> </ol> <ul style="list-style-type: none"> <li>• <b>CSU Contract Data:</b> Accept default- <b>NEW</b></li> <li>• <b>Department:</b> Click lookup to find the Dept ID.</li> <li>• Click 'Add' button</li> </ul> <p>The <a href="#">Contract Status/Content page</a> displays.</p>	

## Contract Status/Content Tab:

The Contract Status/Content page is used to record basic information about the CSU Contract, including the contract begin and end dates, contract type, comp rate, position number, term, WTU and any associated comments.

**Note:** Only one summer contract per year per department – Create a separate contract for each department. This page is effective dated. You can update the contract without being in Correction Mode anytime up until the effective date. Once the effective date of the contract has passed, you must be in Correction Mode to update information.

### People Soft Navigation: CSU Temp Faculty > CSU Contract Data > Contract Status/Content

Processing Steps	Screen Shot										
<ul style="list-style-type: none"> <li><b>CSU Contract #:</b> Defaults to NEW. After entering data and saving the screen, the system will assign a number</li> <li><b>Effective Date:</b> Defaults to today's date. Enter the actual start date of the appt (6/26/2023 for all Summer 2023 sessions)</li> <li><b>Entitlement:</b> Leave blank</li> <li><b>Contract Type:</b> Enter 009</li> <li><b>Approved by:</b> Optional</li> <li><b>Contract Description:</b> Enter as "(4 Digit Summer Term) – Dept Name" Example: <b>2236 – English</b> For consistency, attempt to key your contract name using upper/lower case characters</li> <li><b>Term End Date:</b> End date of the term, this date is required (9/7/2023 for all Summer 2023 sessions)</li> <li><b>Multiple Term End Date:</b> Leave Blank</li> <li><b>Position Number:</b> Enter the Summer Term position number provided by Academic Personnel (corresponds with job code 2358 or 2368 and Instructional or Non-Instructional)</li> <li><b>Term:</b> Select 4-digit term for Summer Term from lookup</li> <li><b>Sal Plan/Grade:</b> Verify Grade(Rank) reflects current primary position rank.</li> <li><b>Comp Rate:</b> Enter Summer Term Monthly Base Rate from AP 101S PeopleSoft Entry section</li> <li><b>Total WTU:</b> Enter Summer Term Monthly Base Rate from AP 101S PeopleSoft Entry section</li> <li><b>Comments:</b> For college/dept use to record comments</li> <li><b>Click 'Save' button</b></li> </ul>	<p><b>Contract Status/Content</b></p> <p>CSU Contract #: NEW</p> <p>*Eff Date: 06/26/2023 Effective Sequence: 0</p> <p>*Contract Status: Active Entitlement:</p> <p>Reg Region: USA</p> <p>Contract Type: 009 Extra Quarter Appointment</p> <p>Approved by: <input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3</p> <p>DeptID: 107700</p> <p>Contract Desc: 2236 - English</p> <p>Term End Date: 09/07/2023</p> <p>Multiple Term End Date:</p> <p><b>TF Contract Detail</b></p> <p>*Position Nbr: 00003024 Summer Instructional Fac</p> <p>Department: 107700 CLA-English</p> <p>Term: 2236 Cycle: 3</p> <p>*Late Start? N Academic Days Paid:</p> <table border="1"> <thead> <tr> <th colspan="2">PS Contract Data Entry</th> </tr> <tr> <th>Comp Rate</th> <th>Total WTU</th> </tr> </thead> <tbody> <tr> <td>6,667</td> <td>5.0</td> </tr> <tr> <td>0</td> <td>0.0</td> </tr> <tr> <td></td> <td>0.0</td> </tr> </tbody> </table> <p>Bus. Unit: SLCMP SLO</p> <p>Job Code: 2368 Sal Plan/Grd: 342 / 4</p> <p>*Comp Rate: 6667.000000</p> <p>Total WTU: 5.00000</p>	PS Contract Data Entry		Comp Rate	Total WTU	6,667	5.0	0	0.0		0.0
PS Contract Data Entry											
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0	0.0										
	0.0										

## TF Contract Total Tab:

Use this page to review all of the contract information entered.

- Information listed on this page is for display purposes only and is populated based on the information entered on Contract Status/Content Page.

**PeopleSoft Navigation:** CSU Temp Faculty > CSU Contract Data > TF Contract Total tab

Processing Steps	Screen Shot																																				
<ul style="list-style-type: none"><li>Review for accuracy, then click 'Save' button</li><li>Letter Code: This is not used</li></ul>	<div><div>Contract Data</div><div>Find   View All First 1 of 1 Last</div><div>#: 000025679 DeptID: 107700 Eff Date: 0 Seq: 0</div><div>Contract Total Detail</div><div>Personalize   Find   First 1 of 1 Last</div><table><tr><th>Title</th><th>Dept</th><th>Dept Name</th><th>Job Cd</th><th>Sal Plan</th><th>Sal Grd</th><th>Term</th><th>Comp Rate</th><th>Pay Decimal</th><th>Fraction</th><th>Month Rate</th><th>Term Rate</th><th>Total WTU</th><th>Print</th><th>Letter Code</th><th>Date Printed</th><th>Last Upd DtTm</th><th>Last Upd By</th></tr><tr><td>Summer Instructional Fac</td><td>107700</td><td>CLA-English</td><td>2368</td><td>342</td><td>4</td><td>2236</td><td>6667.000000</td><td>0.333333</td><td>1/3</td><td>2222.330</td><td>8889.320</td><td>5.00000</td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td><td></td><td>04/20/2023 1:14:49PM</td><td></td></tr></table></div>	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 DtTm	Last Upd By	Summer Instructional Fac	107700	CLA-English	2368	342	4	2236	6667.000000	0.333333	1/3	2222.330	8889.320	5.00000	<input checked="" type="checkbox"/>	<input type="text"/>		04/20/2023 1:14:49PM	
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