

Creating an eAP101

Log into your Cal Poly portal and click on the eAP101 tab.

CAL POLY My Portal

Search 10 eForms You are signed in as Nicole Hadley

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- Student Administration
- CSU Portal- Financial Administration

Faculty Appointment

Last updated date after: 04/01/2026

Department: Agribusiness

Last Name	First Name	AP Processing	eAP101s	Terms	Effective	Problems	Details
[Redacted]	[Redacted]	true	AP Approved eAP101 for (Fall Semester 2026, Spring Semester 2027) created 4/15/2026	☐ Fall Semester 2026 ☐ Spring Semester 2027	8/17/2026		View Details

Identify the employee you wish to initiate a contract for.

Note: Checkboxes will be disabled for contracts that may still be in the middle of approvals.

Creating an eAP101

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Q

10 eForms

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You are signed in as Nicole Hadley | 

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Options

Last updated date after

04/01/2026

Department

Agribusiness

Last Name	First Name	AP Processing	eAP101s	Terms	Effective	Problems	Details
		true	AP Approved eAP101 for (Fall Semester 2026, Spring Semester 2027) created 4/15/2026	☐ Fall Semester 2026 ☐ Spring Semester 2027	8/17/2026		View Details

You can click on **View Details** to review employee’s basic contract details (e.g., Empl ID, Contract #, Position #, etc.):

Last Name	First Name	AP Processing	eAP101s	Terms	Effective	Problems	Details
		true	AP Approved eAP101 for (Fall Semester 2026, Spring Semester 2027) created 4/15/2026	☐ Fall Semester 2026 ☐ Spring Semester 2027	8/17/2026		Hide Details

Emplid:

Contract #:

000031023

Position #:

00000048

Last Updated:

4/7/2026

Job Code:

2358

Position:

Lecturer AY

College:

College of Agriculture, Food and Environmental Sciences

Department:

CAFES-Agribusiness

Department #:

100300

Creating an eAP101

	false	Canceled eAP101 for (Fall Semester 2026) created 7/21/2026 Canceled eAP101 for (Fall Semester 2026) created 7/17/2026	☒ Fall Semester 2026 ☐ Spring Semester 2027	8/17/2026	View Details
Create eAP101					

Select the corresponding checkbox for the term(s) you wish to initiate an eAP101 for. Click on **Create eAP101**.

An eAP101 for the employee will generate in a new tab entitled **Academic Appointment and Assignment Record (eAP101)**. Verify the data in EMPLOYEE INFORMATION section.

Cal Poly Forms		Academic Appointment and Assignment Record (eAP101)		✓
EMPLOYEE INFORMATION				
Employee ID:	Last name:	First name:	Primary Prefix:	
			Mr.	
Dept ID:	Department:	Org Unit (paycheck delivery):	Employee Record:	
111200	CENG-Aerospace Engineering	112	3	
Contract Type:	Contract Type Code:	Contract Number:	Employee Username:	
12.3 Entitlement	003	000031193		
Entitlement WTUs:	Assignment End Date:	College:		
17.33	May 25, 2027	College of Engineering		

Creating an eAP101

Check the appropriate boxes under ASSIGNMENT section.

▼ ASSIGNMENT

(Check any that apply in this section)

There are subsequent term(s)/academic year(s) for this assignment

☐

Use if you will be assigning other terms at a later date.

Extension of current full time lecturer position for second year

☐

Full-Time for Academic Year

☐

New Hire for College

☐

PAF to be sent to Academic Personnel. Offer letter will be printed out and sent to employee.

Background Check Required

☐

Check if you will be assigning other terms at a later date. Often used for 12.12 and 12.3 entitled lecturers.

Check if full-time lecturer* being extended to a second or third year without recruitment. First year must have been a result of recruitment.

Check for brand new lecturer. Upon AP approval of eAP101, offer letter is generated in "Print eAP101" queue for college analysts and must be downloaded and routed to employee in AdobeSign for signature.

Check for brand new lecturer or one who is returning from break in service of 12+ months or longer. When box is checked, contingency language is printed on the eAP101 offer for the lecturer.

*Full-time lecturer is one appointed for a whole academic year (not full-time for one term).

Creating an eAP101

Review contract details for accuracy.

▼ SPRING WORK ASSIGNMENT AND PAY

SPRING

Job Code:	Job Code Description:	Position #:
2358	Lecturer AY	00004802
Eff Date:	Contract Term End Date:	Position Pool ID:
March 30, 2026	June 13, 2026	Oper Fund
Term:	Term Code:	Head Count
2264-SPRING 2026	2264	9/999
Rank/Range:	Range Code:	Late Start:
B	3	N
Base Monthly:	Monthly Salary:	Total Salary for Term:
7,387.000	1,969.870	7,879.480
WTUs:	Work FTE:	Fraction:
4.000	0.267	4/15
Work WTUs Differ from Pay WTUs:		
☐		

Items requiring review:

- Position #
- Range Code
- Base Monthly
- WTUs

The following items are not as common but require additional review if applicable:

- Late Start
 - ❖ If lecturer starting after the beginning of a term, this field must reflect an “**L** for Late Start.” Pay is calculated differently for the employee’s first check and will involve a dock in pay.
- Work WTUs Differ from Pay WTUs
 - ❖ This must be checked if actual work WTUs are different from # of WTUs being paid.

Creating an eAP101

Check the appropriate boxes in this next section.

▼ Check if any of these apply

I-9 Required

☐

New employees or employees with a break in service and an I9 date older than 3 years will be required to complete a new I9.

Visa Contingency

☐

Rehired Annuitant

☐

Other concurrent Cal Poly employment

☐

Note: If other position is non-exempt and total hours > full time HR101S is required

Last I-9 Date

March 29, 2024

Check for brand new employees or certain rehires. Contingency language is printed on the eAP101 offer for the lecturer when checked.

If checked, additional section opens up for you to identify work visa type needed for employment.

If checked, additional section opens up and Rehired Annuitant (RA) limit must be listed (limit is the total WTUs employee may teach in a given academic year).

If checked, additional section opens up and details of concurrent assignment must be listed. Lecturers on our campus may not exceed 15* WTUs in a term.

***WTU limit may vary for rehired annuitants or for those who may hold additional assignments on other campuses.**

Creating an eAP101

Select the appropriate options under APPOINTMENT BASIS AND FUNDING section.

The image shows a screenshot of a web form with two main sections. The first section, 'Appointment Basis and Funding', contains two dropdown menus. The first dropdown is labeled '* Appointment Basis' and has the text 'Please select:' followed by a downward arrow. A red arrow points from this dropdown to a grey instruction box that says 'Select appropriate option.' The second dropdown is labeled '* Funding Source' and also has the text 'Please select:' followed by a downward arrow. A red arrow points from this dropdown to a grey instruction box that says 'Select General or Other. If Other, indicate what fund.' The second section, 'Justification for Personnel Action', contains a third dropdown menu with the text 'Please select:' followed by a downward arrow. A red arrow points from this dropdown to a grey instruction box that says 'Select appropriate option.'

▼ Appointment Basis and Funding

* Appointment Basis

Please select: ▼

Note: "N/A" used for 12.12 entitled lecturers

* Funding Source

Please select: ▼

▼ Justification for Personnel Action

* Please describe why this recruitment or personnel action is essential to the educational mission of the University

Please select: ▼

Select appropriate option.

Select General or Other. If Other, indicate what fund.

Select appropriate option.

Creating an eAP101

List notes for review.

▼ eAP101 Initiated by

First Name	Last Name
Nicole	Hadley
Title	Dept
AcademicEmploy&WorkVisaAnalyst	UP-Academic Personnel
	Username
	nhadley

Notes

List any notes you may want to provide to other users or for general records. Example: list of courses and WTUs for each, reasons entitled lecturers may not be meeting entitlement, etc.

Creating an eAP101

Send eAP101 for approvals .

Approval Chain Preview

* Department Coordinator (Your group)

Workflow - Aerospace Engineering Dept Coordinator

* Department Chair

Workflow - Aerospace Engineering Dept Chair

* Analyst

Workflow - CENG Analyst

* Dean

Workflow - Dean of CENG

* Provost

Workflow - Provost

* Academic Personnel

Workflow - Academic Personnel

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✕ Close

→ Send

Click.