




**HCM 9.0 Business Process Guide  
Dean's Office End User  
CSU Temp Faculty Processing**

**FINAL**

# CSU Temp Faculty Processing

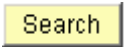
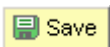

## Prerequisites

 A contract must have been created before you attempt this BPG

## Process Detail

The CSU Temp Faculty Processing component is used by the Dean's Office as the approval process. Once the save has been completed in the Processing stage, the "OK to Load" transactions will be written to the custom staging table, Temp Faculty Approval Page, for Academic Personnel processing. Academic Personnel will finalize the approval process and load the contract information into Job Data.

**PeopleSoft Navigation:** CSU Temp Faculty > CSU Temp Faculty Processing

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li><b>Department:</b> Security is tied to the department; users will only see contracts for departments for which they have security access</li> <li><b>Term:</b> A term must be entered</li> <li>Click .</li> </ul> <p><b>Note:</b> The system will retrieve a list of contracts available (based on the users search criteria).</p> <p>The <a href="#">CSU Temp Faculty Processing</a> page displays.</p> <ul style="list-style-type: none"> <li><b>OK to Load</b> Review the data and check the "OK to Load" box when the contract information displayed is correct and ready to submit to Academic Personnel for processing. May also use the "Select All" check box if multiple contracts are to be loaded.</li> <li>Click .</li> </ul>	 <p>The screenshot shows the 'CSU Temp Faculty Processing' page. At the top, there's a search bar with '*Department: 115500' (CSM-Physics) and '*Term: 2118'. Below the search bar, there's a table of search results. The table has columns for 'OK to Load', 'Contract ID', 'Name', 'Job Code', 'Job Status', 'Action', 'New Action', 'New Reason', 'Reason', 'Contract ID', 'Contract Title', 'Contract ID', 'Position', 'Contract Type', 'Term', 'Rate', 'Term Rate', 'Pay Decimals', 'Function', and 'Contract End Date'. Two results are listed: 1. Contract ID 007437738, Name APLectureHireLecturer, Job Code 2358, Job Status New, Action HR, New Action APT, Reason 115500, Contract ID 00011235, Contract Title 09122011, Position 0, Contract Type 0001181, Term 2118, Rate 8.00000, Term Rate 3458.000000, Pay Decimals 7377.080, Function 0.533333, Contract End Date 8/15/12. 2. Contract ID 007437751, Name ProcessingTempFaculty, Job Code 2358, Job Status New, Action HR, New Action APT, Reason 115500, Contract ID 00011235, Contract Title 09122011, Position 0, Contract Type 0001181, Term 2118, Rate 15.00000, Term Rate 3458.000000, Pay Decimals 13832.000, Function 1.000000, Contract End Date 8/14/2014. At the bottom of the table are buttons for 'Select All', 'Clear All', and 'Save'.</p>

# Processing Steps

**Note:** When the “OK to Load” is checked and the page is saved, the “OK to Load” button is grayed out, preventing the user from adjusting the transaction. If the transaction needs to be corrected, AP can adjust or delete the transaction in the **CSU Temp Faculty Approvals** page.

# Screen Shot

CSU Temp Faculty Processing

\*Department: 115500 Q CSU-Physics \*Term: 2118 Q Search

Enter the ActionReason. Then click on the "OK to Load" check box.

OK to Load	Job ID	Name	Job Code	Job Title	Job Status	Action	Term Reason	Reason	Contract ID	Contract Date	Contract End Date	Position	Contract Type	Term	WFT	Comp Rate	Term Rate	Rate Amount	Fraction	Contract End Date
<input checked="" type="checkbox"/>	07437738	APLectureHrs.Lecturer	2358		New	HR	APT	115500	000011235	09/12/2011	0	00001181	007	2118	8.00000	3458.000000	7377.080	0.533333	815	12/10/2011
<input type="checkbox"/>	07437751	ProcessingTempFaculty	2358		New	HR	APT	115500	000011236	09/12/2011	0	00001181	014	2118	15.00000	3458.000000	13832.000	1.000000	911	06/14/2014

Select All Clear All Save