



Quick Reference Guide

HIRE/REHIRE/CONCURRENT 1.0 FACULTY MEMBER FOR SPECIAL PROJECT, JOB CLASSIFICATION 2403 (ONLY)

📄 It is **IMPERATIVE** to check “**CSU I.D. Search**” prior to keying any transaction into PeopleSoft.

📄 A **TERMINATION** transaction must be entered after each **HIRE** or **REHIRE** transaction.

📄 **One transaction** Hire/Rehire should be entered into PeopleSoft per pay period.

Navigation:

Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Job Data

Work Location Page

1. **Add a row.**

2. Enter the **Effective Date.**

📄 This is a 12 month appointment; use Faculty & Staff Calendar. This should be the beginning of the pay period.

3. Accept the default of 0 for Effective Sequence. (unless it's a correction)

4. Select Job Indicator: “**Not Applicable**”

📄 The system will provide a warning if a Primary job already exists. Every employee in the system should have one record with a Job Indicator of Primary Job.

5. Enter the appropriate **Action/Reason code**

📄 New Hire Action/Reason:	Hire/Appointment
Concurrent Action/Reason:	Hire/Concurrent Job
Rehire Action/Reason (after termination):	Rehire/Rehire

6. Enter the **Expected Job End Date:**

📄 This is a 12 month appointment; use Faculty & Staff Calendar. This should be the end of the pay period.

7. Enter Dept. Position Number.

Job Information Page

1. Accept the defaults for Job Code 2403, Temporary/Part-Time
2. Verify Employee Class: **Temp**
 Rehired Annuitant Empl Class: **"Reh Annuit"**
3. Enter **FTE** per the calculation worksheet (**step 3**)
4. Skip **"Job Labor"** tab, and click the **"Payroll"** tab at the top of this page.

Payroll Page

5. Select Absence Payroll System: **"Other"**
6. Confirm that Pay Group is: **MST**.
7. Accept the default Employee Type (**S**)
8. Skip **"Salary Plan"** tab, and click the **"CSU Job"** tab at the top of this page.

CSU Job Page

1. PPT Status: **Await Action**.
2. Pay End Date. **Leave Blank**
3. Retirement Code. **Set to 'N' for ALL appointments.**
4. Legal Reference: **Leave Blank**
 **Rehired Annuitant** select **"GC21227"**
5. AY Dur of Appt date. **Leave Blank**
6. Click the **Compensation tab** at the top of this page.

Compensation Page

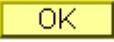
Go to **Pay Components** (lower half of page).

1. Frequency: **"M" Monthly**
2. Pay Components: **CSUMTH**
3. Comp Rate: per the calculation worksheet (full time equivalent monthly base rate- **step 7**)
4. Then select **"CALCULATE COMPENSATION"**
 Validate **Compensation Rate** equals the amount due (per the calculation worksheet- **Step 1**)
5. Click the **"CSU Faculty Job"** tab at the top of this page

CSU Faculty Job page

6. Enter the Faculty Fraction: (per the calculation worksheet-**Step 3**)
7. At the bottom select **"Employment Data"** (Near U.S. Flag)
8. Click the **Time Reporter Data link** only for new hire and concurrent hire appointments. Rehire transactions can skip this step.

Time Reporter Data

1. Accept the default Effective date and accept the default of Active.
2. Workgroup: **SAL R03**
3. Verify Taskgroup: **CSU**
4. Click .
5. Click . Warnings will appear. Review them and click OK and return to Job Data.
6. Final  to the record. For hire transactions the end users must refresh the system by exiting the record, and returning to the Workforce Administration > Job Information> and Job Data page.

Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Job Data

 As a reminder, a **TERMINATION** transaction must be entered after each **HIRE** or **REHIRE** transaction.

 Submit 2 copies of the completed "CSUSB Memo of Intent to Hire/Appointment Form, 1.0 Faculty for Special Projects", and the time sheets with copies to Academic Personnel for processing.

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TERMINATE, 1.0 FACULTY MEMBER FOR SPECIAL PROJECT, JOB CLASSIFICATION 2403 (ONLY)

 It is **IMPERATIVE** to check “CSU I.D. Search” prior to keying any transaction into PeopleSoft.

TERMINATE PROCESS - Search for the record and navigate To Work Location.

Navigation:

Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Job Data

Work Location Page

1. **Add a row.**
2. Enter the **Effective Date**
 This is a 12 month appointment; use Faculty & Staff Calendar). This date should be the day after (24 hours) the end of the pay period.
3. Accept the default of 0 for Effective Sequence. (unless this is a correction)
4. Enter the appropriate **Action/Reason code.**
TERMINATION/End Temporary Employment
5. Skip the following tabs: Job information, Job Labor, Payroll, and Salary Plan tab, and click the “**CSU Job**” tab at the top of this page.

CSU Job Page

7. PPT Status: Await Action.
8. Retirement Code. **Set to ‘N’ for ALL appointments.**
9. Click the **Compensation tab** at the top of the page.

Compensation Page

10. Validate the information on the **Compensation** tab
11. Click the **CSU Faculty Job** at the top of the page.

CSU Faculty Job

12. Validate the information on the **CSU Faculty Job** tab.
13. After validating click .

 Reminder please submit 2 copies of the completed “CSUSB Memo of Intent to Hire/Appointment Form, 1.0 Faculty for Special Projects”, and the time sheets to Academic Personnel for processing.