

Temporary Faculty Processing: Fall Semester Faculty Appointment Process

Crystal Mercado, Manager, Faculty Services Operations



Topics

- Processing Deadlines
- CSU Contract Data
 - One Semester
 - Academic Year
 - Entitlement
 - 12 Month
 - Separation before and after semester start, with and without Entitlement
 - Revision before and after semester start
- Generating Appointment Form
 - One Semester
 - Academic Year
- Revision Form
 - Separation before and after semester start
 - Revision before and after semester start
- Statement of Terms and Conditions
- Action/Reasons
- Separations
- Revisions
- Reminders





Flow





- <u>Temporary Faculty and Academic Student Employee</u> <u>Appointment Processing Deadlines – Fall 2025</u>
- Refer to the Processing Deadlines for dates of milestones
- Important dates:
 - Thursday, July 31, 2025: Submit names for hires/rehires to Faculty Appointment Log
 - Monday, August 4, 2025: Submit appointments to OnBase
 - Monday, August 18, 2025: Start of semester; all I-9s completed
- Impact of late appointment submissions:
 - Faculty not reappointed by mass termination date will be terminated and paid out. If they are reappointed afterwards, they will not receive pay in August in next AY. Record shows a break in service. Benefits will stop.





CSU Contract Data: One Semester Contract

- One Semester Only
 - Contract Type: Semester Appointment

ontract Status/Cont	ent TF Cont	ract <u>T</u> otal			
muel Abiola			Person ID: 01	15335424	
ontract Status/Co	ntent			View All <	€ 1 of 1 € >
CSU Contract #: N	EW		DeptID:	1142	+ -
Eff Date:	8/18/2025	Effective Sequence:	0 Contract De	esc: SAbiola_Dept_Fall202	5
Contract Status:	v v	Entitlement:	Term End D	ate: 12/19	/2025
Reg Region:	SA 🔍		Multiple Ter	rm End Date:	31
Contract Type: 0	06 Q	Semester Appointment			
Approved by:	Approver1	Approver2 Appro	over3		
F Contract Detail			Fin	nd View All First 🕢	1 of 1 🕟 Last
Position Nbr: 0	0001328	Lecturer AY-A	Bus. Unit:	SJ000 SJSU	+ -
Department: 1	142	Kinesiology	Job Code:	2358 Sal Plan/Grd: 3	335 / 2
Term:	254 Q	Cycle: 4		5507.000000	
Late Start?		Academic Days Paid:	Total WTU:	3.00000	
	-				-





CSU Contract Data: Academic Year Contract

- Academic Year
 - Contract Type: Academic Year Appointment
 - "Save" fall semester row first, then add a row for the spring semester

Contract Status/C	Content TF Contract Total		Contract Status/Content TF Contract Total	
Samuel Abiola	Person	ID: 015335424	Samuel Abiola Perso	on ID: 015335424
Contract Status	/Content	View All < <u> 1 of 1 (</u>) >	Contract Status/Content	View All < 🚺 1 of 2 🕑 >
CSU Contract #:	000051411	DeptID: 1142	CSU Contract #: 000051412	DeptID: 1142
*Eff Date: *Contract Status:	Active Entitlement:	Term End Date: 05/22/2026	*Contract Status: Active V Entitlement:	Term End Date: 05/22/2026 11
Reg Region: Contract Type: Approved by:	001 Q Academic Year Appointment Academic Year Appointment Approver1 Approver2 Approver3	Multiple Term End Date:	Reg Region: 001 Academic Year Appointment Contract Type: 001 Academic Year Appointment Approved by: Approver1 Approver2	wuitiple ierm End Date:
TF Contract De	tail	Find View All First 🕢 1 of 1 🕟 Last	TF Contract Detail	Find View All First 🚯 1 of 1 🛞 Last
*Position Nbr:	00001418 Q Lecturer AY-B	Bus. Unit: SJ000 SJSU	*Position Nbr: 00001418 Q Lecturer AY-B	Bus. Unit: SJ000 SJSU Job Code: 2358 Sal Plan/Grd: 335 / 3
Department: Term:	1142 Kinesiology 2254 Q Cycle: 4 Q	*Comp Rate: 6221.000000	Term: 2262 Q Cycle: 2 Q	*Comp Rate: 6221.000000
*Late Start? Comments:	N Q Academic Days Paid:	Total WTU: 6.00000	Late Start? IM Academic Days Paid: Comments: Hired AY 2025-2026: 6 WTU Fall and 3 WTU Spring	Total WTU: 3.00000





CSU Contract Data: Entitlement Contract

• Entitlement

TE Octobert Tetal

 End Date: End of spring semester

- Multi Year End Date
 - Year 1 of 3: 5/31/2028
 - Year 2 of 3: 5/31/2027
 - Year 3 of 3: 5/22/2026

amuel Abiola			Person	n ID: 015	335424		
ontract Status/	Content				View A	All < 🕢 1	of 1 🛞 >
CSU Contract #:	NEW			DeptID:	1142		+ -
Eff Date:	08/18/2025	Effective Sequence:	0	Contract Des	c: SAbiola_D	ept_AY 25-26	
Contract Status:	Active 🗸	Entitlement:	0.2	Term End Dat	te:	05/22/202	6 31
Reg Region:	USA 🔍			Multiple Term	End Date:	05/31/202	7 31
Contract Type:	015 Q	12.12 Entitlement - Yr	2 of 3				
Approved by:	Approver1	Approver2	Approver3				
TF Contract Det	tail			Find	View All	First 🕢 1 of	1 🕑 Last
Position Nbr:	00001508 Q	Lecturer AY-C		Bus. Unit:	SJ000 SJS	U	+ -
Department:	1142	Kinesiology		Job Code:	2358 Sal	Plan/Grd: 335	/ 4 🔍
Term:	2254 🔍	Cycle:	4 🔍	*Comp Rate:	682	5.000000	
*Late Start?	NQ	Academic Days Paid:		Total WTU:	3.00000		





CSU Contract Data: 12 Month Appointment Contract

- 12 Month Appointment
 - Duration cannot be more than one year

Contract Status/Co	ontent TF Con	tract <u>T</u> otal			
Samuel Abiola		Per	son ID: 01533	5424	
Contract Status/	Content			View All <	: 🕢 1 of 1 🛞 >
CSU Contract #:	000051414	Effective Sequence: 0	DeptID: Contract Desc:	1142	+ -
*Contract Status:	Active 🗸	Entitlement:	Term End Date:	07	/31/2026
Reg Region:	USA Q		Multiple Term E	nd Date:	31
Contract Type:	002	12 Month Appointment			
Approved by:	Approver1	Approver2 Approver3			
TF Contract Det	ail		Find	View All First	🖗 1 of 1 🕟 Last
*Position Nbr:	00015011 Q	FT Faculty 1.0 LEC 12-C	Bus. Unit: SJ	000 SJSU	+ -
Department:	1142	Kinesiology	Job Code: 23	58 Sal Plan/Gro	1: 335 / 2
Term:	2254 Q	Cycle: 5	*Comp Rate:	6221.00000	D
*Late Start?	NQ	Academic Days Paid:	Total WTU:	6.00000	
Comments:	Hired AY 2025	-2026 in 12 month position: 6 WTU	Fall and 6 WTU Spring		×.
		25			4



SJSU SAN JOSÉ STATE UNIVERSITY CSU Contract Data: Separation Before Semester Start

- Faculty without Entitlement: For separations before the start of the semester and a faculty member has not yet worked
 - Reasons: Resignation, Class cancelled due to low enrollment, faculty not able to teach
 - Select contract from previous AY/semester or create contract for upcoming AY/semester
 - CSU Contract Data: Add "Last Day Worked" to Comments
 - Previous contract: Do not update Contract Status or WTU
 - Upcoming contract: Update Contract Status to Cancelled and Total WTUs to zero
 - Generate Appointment/Revision Form
 - Enter Effective Date and Action/Reason
 - Resignation: TER/RSN All other reasons: TER/END
 - Submit only signed Appointment/Revision Form to OnBase

Contract Status/Content TF Contract Total		TF/TA/GA Appt-Revision Form
Samuel Abiola Perso	n ID: 015335424	
Contract Status/Content	View All < (1 of 1 () >	Run Control ID: ActiveList Report Manager
CSU Contract #: 000051415	DeptlD: 1142	
*Eff Date: 01/21/2025 Effective Sequence: 0	Contract Desc: SAbiola_Dept_Spring 2025	015335424
*Contract Status: Active Y Entitlement:	Term End Date: 05/23/2025	Samuel Abiola
Reg Region: USA Q	Multiple Term End Date:	*Contract Desc.: SAbiola_Dept_Spring 2025
Contract Type: 006 Q Semester Appointment		Select a form
Approved by: Approver1 Approver2 Approver3		O New Appointment Form
TF Contract Detail	Find View All First 🕢 1 of 1 🕟 Last	
*Position Nbr: 00001598 Q Lecturer AY-D	Bus. Unit: SJ000 SJSU	
Department: 1142 Kinesiology	Job Code: 2358 Sal Plan/Grd: 335 / 5	Effective Date 00/10/2025 A Action 12R Reason Row
Term: 2252 Q Cycle: 2 Q	*Comp Rate: 8593.000000	Initiating Official Initiating Official
*Late Start? N Q Academic Days Paid:	Total WTU: 6.00000	Appointing Official
Comments: Hired spring 2025 only at 6 WTUs 7/18/2025 Resignation not working fall 2025. Last da	ay worked 5/23/2025 -CSM	Dept. Contact - Name & Ph. Dean's Name

SJSU SAN JOSÉ STATE UNIVERSITY

CSU Contract Data:

Separation Before Semester Start

- Faculty with Entitlement: For separations before the start of the semester and a faculty member has not yet worked
 - Create CSU Contract Data for upcoming AY
 - Input zero WTUs for semester or year that faculty is not working
 - Submit signed Appointment/Revision Form and signed Statement of Terms and Conditions for the semester of work to OnBase

Contract Status/Content TF Contract Iotal	Contract Status/Content TF Contract Total
Samuel Abiola Person ID: 015335424	Samuel Abiola Person ID: 015335424
Contract Status/Content View All < () 2 of 2 () >	Contract Status/Content View All < (1 of 2)>
CSU Contract #: 000051413 DeptlD: 1142 1142 Image: Contract Desc: *Eff Date: 08/18/2025 Effective Sequence: 0 Contract Desc: SAbiola_Dept_AY 25-26 *Contract Status: Active Entitlement: 0.2 Term End Date: 05/22/2026 Image: Contract Type: Reg Region: USA USA Multiple Term End Date: 05/31/2027 Image: Contract Type: Contract Type: 015 12.12 Entitlement - Yr 2 of 3 12.12 Entitlement - Yr 2 of 3	CSU Contract #: 000051413 DeptiD: 1142 1142 *Eff Date: 01/20/2026 Effective Sequence: 0 Contract Desc: SAbiola_Dept_AY 25-26 *Contract Status: Active Entitlement: 0.2 Term End Date: 05/22/2026 1142 Reg Region: USA USA Multiple Term End Date: 05/31/2027 1142 Contract Type: 015 12.12 Entitlement - Yr 2 of 3 12.12 Entitlement - Yr 2 of 3
Approved by: Approver1 Approver2 Approver3	Approved by: Approver1 Approver2 Approver3
TF Contract Detail Find View All First (1 of 1 (2) Last	TF Contract Detail Find View All First ④ 1 of 1 ④ Last
*Position Nbr: 00001508 Lecturer AY-C Bus. Unit: \$J00 SJSU Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 4 4 Term: 2254 Cycle: 4 *Comp Rate: 6825.000000 *Late Start? N Academic Days Paid: Total WTU: 0.00000 Comments: Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring #	*Position Nbr: 00001508 Lecturer AY-C Bus. Unit: SJ000 SJSU Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 4 Term: 2262 Cycle: 2 *Comp Rate: 6825.000000 *Late Start? N Academic Days Paid: Total WTU: 3.00000 Comments: Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring



Separation After Semester Start

- Faculty without Entitlement: For separations after the start of the semester and a faculty member has worked
 - Select CSU Contract Data for upcoming AY or semester
 - Add a row by clicking on the plus button at the top right corner
 - Add "Last Day Worked" and summary of situation in Comments
 - Update Total WTU to zero

SJSU SAN JOSÉ STATE UNIVERSITY

- Generate Appointment/Revision Form
 - Enter Effective Date and Action/Reason
- Submit signed Appointment/Revision Form and resignation letter to OnBase

amuel Abiola			Person	ID: 01533	5424	
Contract Status/	Content				View All	< 🕚 <mark>1 of 2 </mark> 🔅
CSU Contract #:	000051411			DeptID:	1142	-
*Eff Date:	10/01/2025	Effective Sequence:	0	Contract Desc:	SAbiola_Dept	_Fall 2025
*Contract Status:	Active 🗸	Entitlement:		Term End Date:		12/19/2025
Reg Region:	USA 🔍			Multiple Term E	nd Date:	31
Contract Type:	006	Semester Appointment				
Approved by:	Approver1	Approver2 A	pprover3			
Approved by: TF Contract Det	Approver1	Approver2 A	approver3	Find	View All Fir	st 🐠 1 of 1 🕟 Last
Approved by: TF Contract Det *Position Nbr:	Approver1 ail 00001328	Approver2 A	approver3	Find SJ	View All Fir	st 🚯 1 of 1 🕑 Last
Approved by: TF Contract Det *Position Nbr: Department:	Approver1 ail 00001328 Q 1142	Approver2 A Lecturer AY-A Kinesiology	.pprover3	Find N Bus. Unit: SJ Job Code: 23	View All Fir 1000 SJSU 58 Sal Pla i	rst (*) 1 of 1 (*) Last + - n/Grd: 335 / 2
Approved by: TF Contract Det "Position Nbr: Department: Term:	Approver1 ail 00001328 0 1142 2254 0	Approver2 A Lecturer AY-A Kinesiology Cycle:	4	Find Y Bus. Unit: SJ Job Code: 23 *Comp Rate:	View All Fir 1000 SJSU 58 Sal Plan 5507.00	n/Grd: 335 / 2 0
Approved by: TF Contract Det "Position Nbr: Department: Term: "Late Start?	Approver1 ail 00001328 Q 1142 2254 Q N Q	Approver2 A Lecturer AY-A Kinesiology Cycle: Academic Days Paid:	4	Find N Bus. Unit: SJ Job Code: 23 *Comp Rate: Total WTU:	View All Fir 1000 SJSU 58 Sal Plan 5507.00	st (• 1 of 1 • Last + - n/Grd: 335 / 2 (0 00000



CSU Contract Data: Revision Before Semester Start

- For changes to FTE/WTU after appointment has already been submitted:
 - Select CSU Contract Data for upcoming AY or semester
 - Override information

SJSU SAN JOSÉ STATE UNIVERSITY

Samuel Abiola	Person	ID: 015335424		Contract Status/Co	TF Con	tract Total				
Contract Status/	Content	View All	< 🕢 1 of 1 🕑 >	Samuel Abiola		Person	D: 01533	424		
CSU Contract #: *Eff Date: *Contract Status: Reg Region: Contract Type:	000051411 08/18/2025 II Effective Sequence: 0 Active Entitlement: USA 006 C Semester Appointment	DeptID: 1142 Contract Desc: SAbiola_Dept_ Term End Date: Multiple Term End Date:	Fall 2025	Contract Status/C CSU Contract #: *Eff Date: *Contract Status: Reg Region:	Content 000051411 08/18/2025 Active USA	Effective Sequence: 0 Entitlement:	DeptID: Contract Desc: Term End Date: Multiple Term En	View All 1142 SAbiola_Dept ad Date:	< ④ 1	of 1 (k) > + -
Approved by:	Approver1 Approver2 Approver3			Contract Type:	006 Q	Semester Appointment				
TF Contract Det	tail	Find View All Firs	st 🕚 1 of 1 🛞 Last	Approved by:	Approver1	□ Approver2 □ Approver3				
*Position Nbr: Department: Term: *Late Start? Comments:	00001328 Lecturer AY-A 1142 Kinesiology 2254 Cycle: 4 N Academic Days Paid: Hired fall 2025 only at 3 WTU	Bus. Unit: SJ000 SJSU Job Code: 2358 Sal Plan *Comp Rate: 5507.00 Total WTU: 3.00000	+ - N/Grd: 335 / 2 Q 00000	TF Contract Deta *Position Nbr: Department: Term: *Late Start? Comments:	ail 00001328 (1142 (2254) N Q Hired fall 2025 7/17/2025: Up	Lecturer AY-A Kinesiology Cycle: 4 Q Academic Days Paid: 5 5 only at 3 WTU dated WTU from 3 WTUs to 6 WTUsC	Find V Bus. Unit: SJ Job Code: 233 *Comp Rate: Total WTU: SM.	iew All Firs 000 SJSU 58 Sal Plar 5507.00 6.00000	of 1 of 1	1 2 Q





CSU Contract Data: Revision After Semester Start

- For changes to FTE/WTU after appointment has already been submitted:
 - Select CSU Contract Data for upcoming AY or semester
 - Add a row by clicking on the plus button at the top right corner
 - Update Total WTU
 - When looking at all contracts and inserting rows, the contract at the bottom should be the oldest

Samuel Abiola		Person ID: 015	335424		S	Samuel Abiola			Person	ID: 01533	5424		
Contract Status	/Content		View All	< 🕢 1 of 1 🕟	>	Contract Status/	Content				View All	< 🜒 1 of	2 >>
CSU Contract #:	000051411	DeptID:	1142	-	-	CSU Contract #:	000051411			DeptID:	1142		+ -
*Eff Date:	08/18/2025 Effective Sequence:	0 Contract Des	SAbiola_Dept_	Fall 2025		*Eff Date:	09/15/2025	Effective Sequence:	0	Contract Desc:	SAbiola_Dept	_Fall 2025	
*Contract Status:	Entitlement:	Term End Dat	e:	12/19/2025		*Contract Status:	Active 🗸	Entitlement:		Term End Date:		12/19/2025	31
Reg Region:	USA Q	Multiple Term	End Date:			Reg Region:	USA 🔍			Multiple Term E	nd Date:		31
Contract Type:	006 Q Semester Appointment					Contract Type:	006 🔍	Semester Appointmen	t				
Approved by:	Approver1 Approver2 Appr	rover3				Approved by:	Approver1	Approver2	Approver3				
TF Contract De	tail	Find	View All First	it 🕚 1 of 1 🕑 Las	st	TF Contract Det	ail			Find	/iew All Fir	rst 🕢 1 of 1 🤇	膨 Last
*Position Nbr:	00001328 Q Lecturer AY-A	Bus. Unit:	SJ000 SJSU	+	-	*Position Nbr:	00001328 🔍	Lecturer AY-A		Bus. Unit: SJ	000 SJSU		+ -
Department:	1142 Kinesiology	Job Code:	2358 Sal Plan	/Grd: 335 / 2	Q	Department:	1142	Kinesiology		Job Code: 23	58 Sal Pla	n/Grd: 335 / 2	2 Q
Term:	2254 Q Cycle: 4	Comp Rate:	5507.00	0000		Term:	2254 🔍	Cycle:	4 🔍	*Comp Rate:	5507.0	00000	
*Late Start?	N Q Academic Days Paid:	Total WTU:	3.00000			*Late Start?	N Q	Academic Days Paid:		Total WTU:	9.00000		
Comments:	Hired fall 2025 only at 3 WTU			¥		Comments:	Hired fall 2028 9/20/2025: Up	only at 3 WTU dated WTU from 3 WTU	s to 6 WTUs eff	fective 9/15/20250	SM		e e e e e e e e e e e e e e e e e e e



Generating Paperwork: Appointment Form

Appointment Form Print Date

Submit Form to: University Personnel

07/17/25

- One semester appointment
 - Complete only the first line of Action/Reason; fall semester date auto populates

Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form

San Jose State University

				Questions? Email tempfaculty_ase_appointments@sjsu.edu
		Effective Date Action* Reason* Effective Date Action* Reas	son*	
		08/18/25 HIR API		
TF/TA/GA Appt-Revision Form		Employee ID Empl Rcd Employee Name	Contract Number & Description	Effective Date Eff Seq
		Contract Type	Contract Expected End Date Multi-Year End Date	Entitlement Original Hire Date SSI Counter
Run Control ID: ActiveList Re	port Manager Process Monitor	006-Semester Appointment	19-DEC-2025	
		Current Contract Data	Sal Plan /	
		Term Year Cycle Position # / Department Id / Name Job Code We	orking Title Grade Comp Rate	Actual Comp WTU FTE Fraction
*Empl ID: 015335424 Samuel Abiola		2254 2025 4 00001328 / 1142 / Kinesiology 2358 Le	ecturer AY-A 335 / 2 5,507.00	1,101.40 3.00000 0.200000 1/5
*Contract Desc.: SAbiola_Dept_Fall 2025				
Select a form				
New Appointment Form Revision Form		Job History Effdt Position Action/Reason History Working Ti	itle Dept Name FTE	Actual Comp Chg Amt Chg Pct Comp Rate
Action HIR Reason APT		There is no job history associated with this position		
Action		There is no job moory associated with this position.		
Effective Date 31 Action Reason				
Appointing Official Appointing Official				
Dept. Contact - Name & Ph. Dept Contact				
		Comments (i.e., special compensation instructions)	Funding Dept Fund Class Proj Pct	Effdt End Date Department Name

Comments (i.e., special compensation in Fall 2025 Cycle:4Hired fall 202	ustructions) 5 only at 3 WTU	Funding Current: Change to	Dept Fund 1142 70000	Class	Proj	Pct 100.00	Effdt 07/01/25	End Date	Department Name Kinesiolgy
Initiating Official	Signature	Date			Department Name/Phone	Contact: Dept Co	ntact		
Appointing Official Appointing Official	Signature	Date			ESS Signoff	Date			



Generating Paperwork: Appointment Form

- Academic year appointment
 - First line of Action/Reason: Enter Action/Reason of spring semester; date auto populates
 - Second line of Action/Reason: Enter fall semester date and Action/Reason of DTA/APT

		San Jose State University Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form Effective Date Action* Reason* Effective Date Action* Reason* OII/20/26 HIR APT OII/18/25	Appointment Form Print Date 07/17/25 Submit Form to: University Personnel Questions? Email tempfaculty_ase_appointments@sjsu.edu
TF/TA/GA Appt-Revision Form			
Run Control ID: ActiveList	Report Manager	Employee ID Empl Rcd Employee Name Contract Number & Description 015335424 Samuel Abiola 000051413 SAbiola_Dept_AY 2: Contract Type Contract Expected End Date Multi-Yee 015-12.12 Entitlement - Yr 2 of 3 22-MAY-2026 31-MA	Effective Date Eff Seq 5-26 Entitle 20-JAN-2026 0 ar End Date Entitlement Original Hire Date SSI Counter X-2027 0.2
*Empl ID: 015335424 Q Samuel Abiola *Contract Desc.: SAbiola_Dept_AY 25-26 Entitle Q Select a form		Current Contract Data Sal Plan / Term Year Cycle Position # / Department Id / Name Job Code Working Title Grade 2254 2025 4 00001508 / 1142 / Kinesiology 2358 Lecturer AY-C 335 / 4 2262 2026 2 00001508 / 1142 / Kinesiology 2358 Lecturer AY-C 335 / 4	Comp Rate Actual Comp WTU FTE Fraction 6.825.00 1.365.00 3.00000 0.200000 1/5 6.825.00 1.365.00 3.00000 0.200000 1/5
New Appointment Form O Revision Form Action HIR Reason APT Effective Date 8/18/2025 Action DTA Reason APT Initiating Official		Job History Effdt Position Action/Reason History Working Title Dept Name FTE There is no job history associated with this position.	Actual Comp Chg Amt Chg Pct Comp Rate
Appointing Official Appointing Official			
Dept. Contact - Name & Ph. Dept Contact		Comments (i.e., special compensation instructions) Funding Dept Fund Class Proj Fall 2025 Cycle:4Hired AY 2025-2026: 3 WTU Fall Current: 1142 70000 and 3 WTU Spring Change to	Pct Effdt End Date Department Name 100.00 07/01/25 Kinesiolgy
		Initiating Official Signature Date	tment Contact: PPhone Dept Contact
		Initiating Official Appointing Official Signature Date Appointing Official Signature Control of Signature Control	Sinnell(Inste



- Separation before semester start for faculty without Entitlement
 - Select Revision Form
 - Select the Fall or Spring semester and enter the number of the Revision
 - Enter the Effective Date of the separation and Action/Reason of TER/RSN or TER/RSN

Toron Canada Hindaranata

	TF/TA/GA Contract Revision Form	[TF/TA/GA Revision Form Print Date 07/17/25] Submit Form to: University Personnel
TF/TA/GA Appt-Revision Form	Fall Spring Revision	Questions? Email tempfaculty_ase_appointments@sjsu.edu
	Revision Number Effective Date Action* Reason* Valid Action/Reason codes can be found on the web at www.sjsu.edu X 1 08/18/25 TER END NOTE: To avoid delay in processing, an Action/Reason Code MUS	I/depts/cms. Contact HR for Action/Reason codes not listed. T be provided for changes in Contract Data.
Run Control ID: ActiveList	Employee ID Employee Rame Contract Number & Description 015335424 Samuel Abiola 000051411 SAbiola_Dept_Fall 2025 Contract Type Contract Expected End Date Multi Year End Date 006 Semester Appointment 19-DEC-2025 Image: Contract Semester Appointment	Effective Date Eff Seq 18-AUG-2025 0
*Empl ID: 015335424 Samuel Abiola *Contract Desc.: SAbiola_Dept_Fall 2025	Current Contract Data Sal Plan / Term Year Cycle Position # / Department Id / Name Job Code Working Title Grade Comp Rat 2254 2025 4 00001328 / 1142 / Kinesiology 2358 Lecturer AY-A 335 / 2 5,507.00	e Actual Comp WTU FTE Fraction
Select a form	Tab History	
O New Appointment Form	Effdt Position Action/Reason History Working Title Dept Name FTE There is no job history associated with this position.	Actual Comp Chg Amt Chg Pct Comp Rate
Fall Spring 1 Revision Number	Comments (i.e., special compensation instructions) Fall 2025 Cycle:4Hired fall 2025 only at 3 WTU 7/17/2025: Update WTU to 0. Class cancelled due to low enrollmentCSM	
Initiating Official		
Appointing Official Appointing Official		
Dept. Contact - Name & Ph.	Department Contact Name/Proce Dep	pt Contact

			Department Contact: Name/Phone Dept Contact
Initiating Official	Signature	Date	
Initiating Official			
Appointing Official	Signature	Date	
Appointing Official			ESS Signoff/Date



TF/TA/GA Revision Form Print Date 07/18/25

- Separation before semester start for faculty with Entitlement
 - Select Revision Form
 - Select the Fall or Spring semester and enter the number of the Revision
 - Enter the Effective Date of the separation and Action/Reason of PAY/TBC

	TF/TA/GA Contract Revision Form	Submit Form to: University Personnel Questions? Email tempfaculty_ase_appointments@sjsu.edu
	Revision Number Effective Date Action* Reason* Valid Action/Reason codes can be found on the web at www.sjsu.e X 1 08/18/25 PAY TBC NOTE: To avoid delay in processing, an Action/Reason Code ML	edu/depts/cms. Contact HR for Action/Reason codes not listed. JST be provided for changes in Contract Data.
TF/TA/GA Appt-Revision Form	Employee ID Empl Rcd Employee Name Contract Number & Description 015335424 Samuel Abiola 000051413 SAbiola_Dept AY 25-26 Entitient Contract Type Contract Expected End Date Multi Year End Date	tle Effective Date Eff Seq 0
Run Control ID: ActiveList Report Manager	015-12.12 Entitlement - Yr 2 of 3 22-MAY-2026 31-MAY-2027 Current Contract Data Term Year Cycle Position #/Department Id / Name Job Code Working Title Grade Comp F	Rate Actual Comp WTU FTE Fraction
*Empl ID: 015335424 Q Samuel Abiola	2254 2025 4 00001508 / 1142 / Kinesiology 2358 Lecturer AY-C 335 / 4 6.825. 2262 2026 2 00001508 / 1142 / Kinesiology 2358 Lecturer AY-C 335 / 4 6.825.	00 0.00 0.00000 0.000000 00 1.365.00 3.00000 0.200000 1/5
*Contract Desc.: SAbiola_Dept_AY 25-26 Entitle	Job History Fiffit Position Action/Desson History Working Title Dept Name ETE	Actual Comp Cha Amt Cha Pet Comp Pate
Select a form	There is no job history associated with this position.	лаши солр спрлик слуга Солр ких
○ New Appointment Form ● Revision Form ✓ Fall □ Spring	Comments (i.e., special compensation instructions) Fall 2025 Cycle:4Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring Spring 2026 Cycle:2Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring	
Effective Date 08/18/2025 B Action PAY Reason TBC		
Initiating Official Initiating Official		
Appointing Official Appointing Official		
Dept. Contact - Name & Ph. Dean's Name	Department Conti NamoPhone D	act: Dean's Name
	Initiating Official Signature Date	

Appointing Officia

Signature

Date

ESS Signoff/D

San Jose State University



TF/TA/GA Revision Form Print Date 07/17/25

Submit Form to: University Personnel

- Separation after semester start •
 - Select Revision Form
 - Select the Fall or Spring semester and enter the number of the Revision
 - Enter the Effective Date of the separation and Action/Reason of TER/RSN or TER/END More than one row will appear in the term where the row was inserted

San Jose State University

TF/TA/GA Contract Revision Form

_

TF/TA/GA Appt-Revision Form	Fall Spring Revision Questions? Email tempfaculty_ase_appointments@sjsu.edu Revision Revision Number Effective Date Action* Reason* Valid Action/Reason codes can be found on the web at www.sjsu.edu/depts/cms. Contact HR for Action/Reason codes not listed. X 1 02/15/25 TER RSN NOTE: To avoid delay in processing, an Action/Reason Code MUST be provided for changes in Contract Data.
Run Control ID: ActiveList	Employee ID Employee ID Employee Name Contract Number & Description Effective Date Eff Seq 015335424 Samuel Abiola 000051413 SAbiola Dept. AY 25-26 Entitle 15-FEB-2026 0 Contract Type Contract Expected End Date Multi Year End Date 0 0 015-12.12 Entitlement - Yr 2 of 3 22-MAY-2026 31-MAY-2027 0
*Empl ID: 015335424 Q Samuel Abiola *Contract Desc.: SAbiola_Dept_AY 25-26 Entitle Q	Sal Plan / Sal Plan / Term Year Cycle Position # / Department Id / Name Obc Code Working Title Grade Comp Rate Actual Comp WTU FTE Fraction 2254 2026 4 00001508 / 1142 / Kinesiology 2358 Lecturer AY-C 335 / 4 6.825.00 1.365.00 3.00000 0.200000 1/5 2262 2026 2 00001508 / 1142 / Kinesiology 2358 Lecturer AY-C 335 / 4 6.825.00 1.365.00 3.00000 0.200000 1/5 2262 2026 2 00001508 / 1142 / Kinesiology 2358 Lecturer AY-C 335 / 4 6.825.00 0.00 0.00000 0.200000 1/5 2262 2026 2 0001508 / 1142 / Kinesiology 2358 Lecturer AY-C 335 / 4 6.825.00 0.00 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00
New Appointment Form Revision Form	Job History Effdt Position Action/Reason History Working Title Dept Name FTE Actual Comp Chg Amt Chg Pc Comp Rate There is no job history associated with this position. There is no job history associated with this position. FTE Actual Comp Chg Amt Chg Pc Comp Rate
■ Fall Spring 1 Revision Number Effective Date 02/15/2025 in Action TER Reason RSN	Comments (i.e., special compensation instructions) Fall 2025 Cycle:4Hired AY 2025-2026: 3 WTU Fall and 3 WTU Spring Spring 2026 Cycle:2Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring 2/17/2025: Faculty resigned. Updated WTU to zero. Last day worked 2/14/2026CSM
Initiating Official Appointing Official Appointing Official	
Dept. Contact - Name & Ph. Dept Contact	Department Contact:

			Department Contact: Name/Phone Dept Contact
Initiating Official	Signature	Date	
Initiating Official			
Appointing Official	Signature	Date	
Appointing Official			ESS Signoff/Date



ESS Signoff/Date

- Revision before semester start
 - Select Revision Form
 - Select the Fall or Spring semester and enter the number of the Revision
 - Enter the Effective Date of the revision (semester begin date) and Action/Reason of PAY/TBC
 TET/TAGA Revision Form Print Date 07/1725

	TF/TA/GA Contract Revision Form Fall Spring Revision	Submit Form to: University Personnel Questions? Email tempfaculty_ase_appointments@sjsu.edu
TF/TA/GA Appt-Revision Form	Kevision Number Enective Late Action* valid Action/veasion codes can be found on the web at www.spu. X 1 08/18/25 PAY TBC NOTE: To avoid delay in processing, an Action/Reason Code M	edurdeptstems. Contact HH for Action/Heason codes not listed. UST be provided for changes in Contract Data.
Run Control ID: ActiveList	Employee ID Empl Rcd Employee Name Contract Number & Description 015335424 Samuel Abiola 000051411 SAbiola_Dept_Fall 2025 Contract Type Contract Expected End Date Multi Year End Date 006-Semester Appointment 19-DEC-2025 Image: Contract Stressed	Effective Date Eff Seq 18-AUG-2025 0
*Empl ID: 015335424 Samuel Abiola	Sal Plan / Term Year Cycle Position # / Department Id / Name Job Code Working Title Grade Comp 2254 2025 4 00001328 / 1142 / Kinesiology 2358 Lecturer AY-A 335 / 2 5.507	Rate Actual Comp WTU FTE Fraction 00 2.202.80 6.00000 0.400000 6/15
*Contract Desc.: SAbiola_Dept_Fall 2025	Jøb History	
O New Appointment Form	Effdt Position Action/Reason History Working Title Dept Name FTE There is no job history associated with this position.	Actual Comp Chg Amt Chg Pct Comp Rate
	Comments (i.e., special compensation instructions) Fall 2025 Cycle:4Hired fall 2025 only at 3 WTU 7/17/2025: Updated WTU from 3 WTUs to 6 WTUsCSM	
Initiating Official		
Appointing Official Appointing Official		
Dept. Contact - Name & Ph. Dept Contact	Department Con	tact:
	Initiating Official Signature Date Name/Phone	Dept Contact
	Appointing Official Signature Date	

Appointing Official



- Revision after semester start •
 - Select Revision Form
 - Select the Fall or Spring semester and enter the number of the Revision Enter the Effective Date of the revision and Action/Reason of PAY/TBC

 - More than one record will appear on the form in the term

	San Jose State University	TF/TA/GA Revision Form Print Date 07/17/25
	TF/TA/GA Contract Revision Form	Submit Form to: University Personnel
TF/TA/GA Appt-Revision Form	Fall Spring Revision Revision Revision Fifective Date Action* Reason* Valid Action/Reason codes can be found on the web at www.sisu.edu/dent	Questions? Email tempfaculty_ase_appointments@sjsu.edu
	X 1 Op/15/25 PAY TBC NOTE: To avoid delay in processing, an Action/Reason Code MUST be p	rovided for changes in Contract Data.
Run Control ID: ActiveList	Employee ID Empl Rcd Employee Name Contract Number & Description 015335424 Contract Turner Turne Contract Turner Turne Contract Turner	Effective Date Eff Seq 20-JAN-2026 0
*Empl ID: 015335424 Q Samuel Abiola	Contract type Contract type 001-Academic Year Appointment 22-MAY-2026	
	Current Contract Data Sal Plan /	
SAbiola Dept AY 25-26	Term Year Cycle Position # / Department Id / Name Job Code Working Title Grade Comp Rate Ac	tual Comp WTU FTE Fraction
Contract Desc.	2254 2025 4 00001416/1142/Kinestology 2556 Lecturer AT-5 555/5 0,221.00 2 2254 2025 4 00001416/1142/Kinestology 2558 Lecturer AT-5 555/5 0,221.00 2	,488.40 0.00000 0.400000 0/15
Select a form	2262 20001418 / 1142 / Kinesiology 2358 Lecturer AY-B 335 / 3 6,221.00 1	,244.20 3.00000 0.200000 1/5
○ New Appointment Form		
Fall Spring Revision Number	Job History Effdt Position Action/Reason History Working Title Dept Name FTE	Actual Comp Chg Amt Chg Pct Comp Rate
	There is no job history associated with this position.	
Effective Date 09/15/2025 Action PAY Reason TBC	Comments (i.e., special compensation instructions) Fall 2025 Cycle:4Hired AY 2025-2026: 6 WTU Fall and 3 WTU Spring 9/20/2025: Updated WTU from 6 WTUs to 9 WTUs effective 9/15/2025CSM	
	Spring 2020 Cycle:zrnied AT 2023-2020. 6 WTO Pair and 3 WTO Spring	
Appointing Official Appointing Official	_	
Dept. Contact - Name & Ph. Dept Contact	_	

			Department Contact: Name/Phone Dept Contact
Initiating Official	Signature	Date	
Initiating Official			
Appointing Official	Signature	Date	
Appointing Official	Bonsintervice Part U.O.	5653 S2	ESS Signoff/Date

Generating Paperwork: SJSU SAN JOSÉ STATE UNIVERSITY **Statement of Terms & Conditions**

- Statement of Terms and Conditions •
 - Enter Dean's Name
 - CSU Contract Data should have "CN1" entered

TF Contract by Emplid		Contract Sta	atus/Co	ntent TF	Contra	act Tot	tal												
		Samuel Abio	la							Persor	ID:	0153	35424						
tun Control ID: ActiveL	List	Contract D	ata													Find View	v 1 I	First 🚯 1-	2 of 2 🕟 Last
		CSU Contra	act Nur	nber: 0000	51412		DeptID	D: 11	42	E	ff Date:	01/20/2	026 Eff	Seq:	0				
		Contract	Total I	Detail										Persor	nalize	Find 🛛 🔁		First 🕚	l of 1 🛞 Last
		Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd T	erm C	Comp Rate	Pay Decima	Fractio	on Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd DtTm	Last Upd By
015335	3424 Samual Abiala	Lecturer AY- B	1142	Kinesiolog	2358	335	3 2	262 6	6221.000	000 0.2000	00 1/5	1244.3	200 7465.	200 3.000	00 🔽	CN1 C	l	07/18/202 6:25:05AM	5 010741445
*Contract SAbiola	a_Dept_Fall 2025	Contract	Total I	Detail						E	ff Date:	08/18/2	025 Eff	Seq: Persor	0 nalize	Find 2		First 🕢	I of 1 🕟 Last
		Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd Te	erm C	omp Rate	Pay Decimal	Fractio	on Month Rate	Term R	ate Total WTU	Print	Letter Code	Date	Last Upd DtTm	Last Upd By
Dean's Name: Dean's	Name	Lecturer AY- B	1142	Kinesiology	2358	335	3 22	254 62	221.0000	00 0.40000	00 6/15	2488.4	00 1 <mark>4</mark> 930	400 6.000	00 🔽	CN1	1	07/18/202 6:25:05AM	5 010741445
		Save	💽 Re	turn to Searc	h †	Pre	evious	in List	+	Next in Lis	t 🖭 I	Notify	📑 Add	🄰 Up	date/Dis	splay	Includ	e History	🕑 Correct Hi
	Statement of San Jose Sta	Terms and Con te University, C	ndition One W	ns of Emp ashington	oyme Squa	nt re, Sa	an Jo	se, C	A 95192	2									

College of Health & Human Sci

TO: Samuel Abiola EMPL ID: 015335424 Date: July 18, 2025

On the recommendation of the Department/School of Kinesiology and on behalf of President Cynthia Teniente-Matson, I am pleased to offer you a temporary appointment to the faculty of San Jose State University. The specific terms and conditions of this appointment are as follows:







- HIR/APT: First time hire
- HIR/CON: Concurrent hire
- DTA/APT: Reappointment between semesters or AYs; use when there is no break in service
- REH/REH: Rehire after a break in service
- PAY/TBC: Timebase change; also use when faculty on Entitlement is not working
- TER/RSN: Termination due to resignation; faculty will not return in the future; need resignation letter
- TER/END: Termination due to any reason other than resignation; faculty intends to return in the future; cancelled class due to low enrollment





- Faculty not working should not get paid
 - Check that all active faculty from prior semester have appointment paperwork or separation paperwork (or have been mass terminated)
 - Impact: avoid overpayments to faculty
- CSU Contract Data:
 - Update the WTU value to zero
 - Input comments including "Last Day Worked"
- Generating Revision Form:
 - Action/Reason
 - TER/RSN: Resignation; must submit resignation letter
 - TER/END: Any other reason besides resignation
 - Includes: cancelling class due to low enrollment, faculty not teaching for the semester
 - Effective Date:
 - Resignation reason: use date on resignation letter
 - Semester start date





- Faculty with Entitlement appointment who will not work
 - Faculty with Entitlement have a 3 year appointment and will be paid for 3 years
 - If a faculty is not working for a semester in their 3 year appointment, submit paperwork to stop their pay
 - CSU Contract Data:
 - Update the WTU value to zero
 - Input comments
 - Revision Form
 - Action/Reason: PAY/TBC
 - Effective Date: Start of semester





- Revisions: Changing from one WTU value to another WTU value (not zero)
 - Lecturers cannot work more than FTE 1.0 in their stateside/regular session position
- CSU Contract Data:
 - Enter total WTUs that the faculty will have on the effective date
 - Before the semester starts: Override and update the WTU value
 - After the semester starts: Add a fall 2025 row with the effective date of when the WTUs will change
- Revision Form:
 - Action Reason: PAY/TBC
 - Effective Date:
 - Before the semester starts: 8/18/2025
 - After the semester starts: Use the same effective date used in CSU Contract Data
- OnBase Upload Form
 - Submit signed Revision Form and Statement of Terms and Conditions
 - Choose Request Type "Revision"



Appointment Reminders

- Faculty should be reappointed to the same rank and salary as the prior semester/AY
 - Review PeopleSoft for continuing faculty salary, end dates, rank, and active status
- Contract Description: Input appropriate name so that you can find it easily when generating Appointment Form and Statement of Terms and Conditions
- Input Letter Code of CN1 so that Appointment Form and Statement of Terms and Conditions prints
- Use valid WTU value listed on the WTU Values document
- Range Elevation
 - Faculty awarded range elevation must be appointed prior rank and salary
 - UP will automatically update records once all salaries are established
- Continuing faculty must have satisfactory evaluation in order to get re-appointed for the AY 2025-2026
- Stateside appointments for temporary faculty should generally not work over 100% or FTE 1.0 among all faculty positions
 - Check with your faculty to confirm if they are working in other departments
 - Approval is needed for temporary faculty to work over FTE 1.0



SJSU SAN JOSÉ STATE UNIVERSITY

Appointment Reminders

- Leave of Absences
 - Faculty with an approved Leave of Absence should have appointment paperwork submitted for an FTE/WTU of what they would usually work
- Retired faculty must wait 180 days after retirement before returning to work
 - Paid on hourly basis as a Retired Annuitant in lecturer position (job code 2358)
 - Faculty can work up to 980 hours in a fiscal year of 50% of the hours employed during the last fiscal year prior to retirement, whichever is less
- The Chancellor's Office requires CSU employees to perform CSU related work within the state of CA after 1/1/2022
 - Exceptions include faculty working exclusively in Extended Education programs (Special Session), employees hired before 1/1/2022
 - Departments can request an exemption for an employee to work outside of the state of CA by submitting a request form to University Personnel
- Temporary Funding
 - Complete Employee Profile and submit to Finance
 - Temporary faculty positions in regular semester (stateside) appointments may not be funded by extended studies





Questions

- Email <u>up-faculty-appointments@sjsu.edu</u>
- Attend Open Labs

