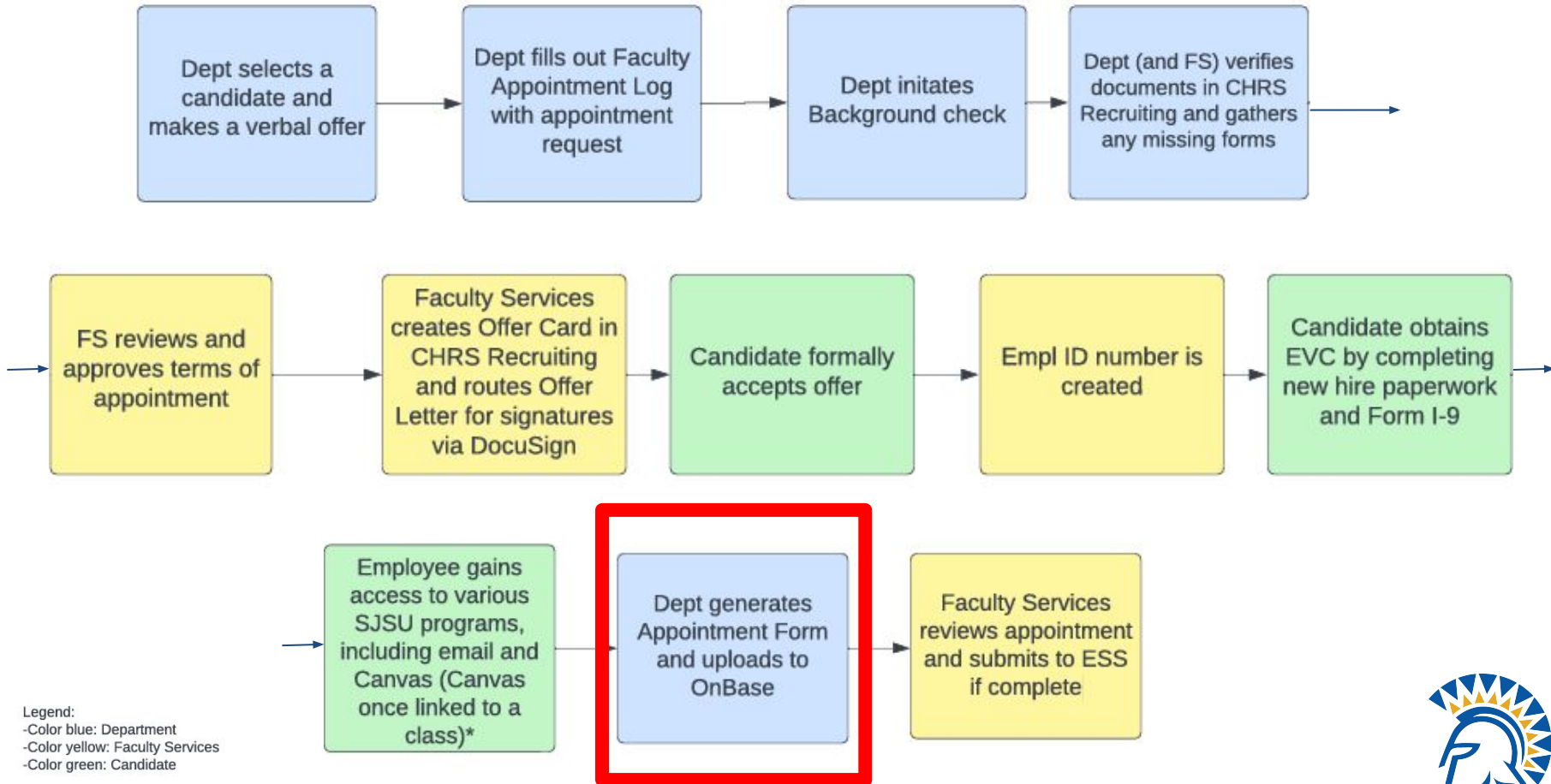


# Temporary Faculty Processing: Fall Semester Faculty Appointment Process

*Crystal Mercado, Manager, Faculty Services Operations*

- 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





- [Temporary Faculty and Academic Student Employee Appointment Processing Deadlines – Fall 2026](#)
- Refer to the Processing Deadlines for dates of milestones
- Important dates:
  - Friday, July 24, 2026: Submit names for hires/rehires to Faculty Appointment Log
  - Friday, July 31, 2026: Submit appointments to OnBase
  - Monday, August 17, 2026: 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.



- One Semester Only
  - Contract Type: Semester Appointment

Contract Status/Content		TF Contract Total	
Samuel Abiola		Person ID: 015335424	
<b>Contract Status/Content</b>		View All   < 1 of 1 >	
CSU Contract #:	NEW	DeptID:	1142
*Eff Date:	08/18/2025	Effective Sequence:	0
*Contract Status:	Active	Contract Desc:	SAbiola_Dept_Fall2025
Reg Region:	USA	Term End Date:	12/19/2025
Contract Type:	006	Multiple Term End Date:	
Semester Appointment		Approved by: <input type="checkbox"/> Approver1 <input type="checkbox"/> Approver2 <input type="checkbox"/> Approver3	
<b>TF Contract Detail</b>		Find   View All   First 1 of 1 Last	
*Position Nbr:	00001328	Lecturer AY-A	Bus. Unit: SJ000 SJSU
Department:	1142	Kinesiology	Job Code: 2358 Sal Plan/Grd: 335 / 2
Term:	2254	Cycle:	4
*Late Start?	N	*Comp Rate:	5507.000000
Academic Days Paid:		Total WTU:	3.00000
Comments: Hired fall 2025 only at 3 WTU			



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

Contract Status/Content TF Contract Total

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All | < 1 of 1 >

CSU Contract #: 000051411 DeptID: 1142

\*Eff Date: 08/18/2025 Effective Sequence: 0 Contract Desc: SAbiola\_Dept\_AY 25-26

\*Contract Status: Active Entitlement: Term End Date: 05/22/2026

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by:  Approver1  Approver2  Approver3

---

**TF Contract Detail** Find | View All | First 1 of 1 Last

\*Position Nbr: 00001418 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2254 Cycle: 4 \*Comp Rate: 6221.000000

\*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: Hired AY 2025-2026: 6 WTU Fall and 3 WTU Spring

Contract Status/Content TF Contract Total

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All | < 1 of 2 >

CSU Contract #: 000051412 DeptID: 1142

\*Eff Date: 01/20/2026 Effective Sequence: 0 Contract Desc: SAbiola\_Dept\_AY 25-26

\*Contract Status: Active Entitlement: Term End Date: 05/22/2026

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by:  Approver1  Approver2  Approver3

---

**TF Contract Detail** Find | View All | First 1 of 1 Last

\*Position Nbr: 00001418 Lecturer AY-B Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2262 Cycle: 2 \*Comp Rate: 6221.000000

\*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: Hired AY 2025-2026: 6 WTU Fall and 3 WTU Spring



- Entitlement
  - End Date: End of spring semester
  - Enter FTE in Entitlement field
- Multi Year End Date
  - Year 1 of 3: 5/31/2029
  - Year 2 of 3: 5/31/2028
  - Year 3 of 3: 5/28/2027

Contract Status/Content TF Contract Total

Samuel Abiola Person ID: 015335424

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: NEW DeptID: 1142

\*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

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 015 12.12 Entitlement - Yr 2 of 3

Approved by:  Approver1  Approver2  Approver3

TF Contract Detail Find | View All First 1 of 1 Last

\*Position Nbr: 00001508 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 4

Term: 2254 Cycle: 4 \*Comp Rate: 6825.000000

\*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: Hired AY 2025-2026: 3 WTU Fall and 3 WTU Spring

Contract Status/Content TF Contract Total

Samuel Abiola Person ID: 015335424

Contract Status/Content View All |< 1 of 2 >|

CSU Contract #: 000051413 DeptID: 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

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 015 12.12 Entitlement - Yr 2 of 3

Approved by:  Approver1  Approver2  Approver3

TF Contract Detail Find | View All First 1 of 1 Last

\*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: 3 WTU Fall and 3 WTU Spring

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

Contract Status/Content TF Contract Total

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All |< 1 of 1 >|

CSU Contract #: 000051414 DeptID: 1142

\*Eff Date: 08/01/2025 Effective Sequence: 0 Contract Desc: SAbiola\_Dept\_AY 25-26\_12 MO

\*Contract Status: Active Entitlement: Term End Date: 07/31/2026

Reg Region: USA Multiple Term End Date:

Contract Type: 002 12 Month Appointment

Approved by:  Approver1  Approver2  Approver3

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00015011 FT Faculty 1.0 LEC 12-C Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2254 Cycle: 5 \*Comp Rate: 6221.000000

\*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: Hired AY 2025-2026 in 12 month position: 6 WTU Fall and 6 WTU Spring



# 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

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All < 1 of 1 >

CSU Contract #: 000051415 DeptID: 1142

\*Eff Date: 01/21/2025 Effective Sequence: 0 Contract Desc: SAbiola\_Dept\_Spring 2025

\*Contract Status: Active Entitlement: Term End Date: 05/23/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: Approver1 Approver2 Approver3

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00001598 Lecturer AY-D Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 5

Term: 2252 Cycle: 2 \*Comp Rate: 8593.000000

\*Late Start? N Academic Days Paid: Total WTU: 6.00000

Comments: Hired spring 2025 only at 6 WTUs  
7/18/2025: Resignation not working fall 2025. Last day worked 5/23/2025.-CSM

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList Report Manager

\*Empl ID: 015335424 Samuel Abiola

\*Contract Desc.: SAbiola\_Dept\_Spring 2025

**Select a form**

New Appointment Form  Revision Form

Fall  Spring 1 Revision Number

Effective Date: 08/18/2025 Action: TER Reason: RSN

Initiating Official: Initiating Official

Appointing Official: Appointing Official

Dept. Contact - Name & Ph.: Dean's Name



# 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 Total

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All | < 2 of 2 >

CSU Contract #: 000051413 DeptID: 1142

\*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

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 015 12.12 Entitlement - Yr 2 of 3

Approved by:  Approver1  Approver2  Approver3

---

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00001508 Lecturer AY-C Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 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

Contract Status/Content TF Contract Total

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All | < 1 of 2 >

CSU Contract #: 000051413 DeptID: 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

Reg Region: USA Multiple Term End Date: 05/31/2027

Contract Type: 015 12.12 Entitlement - Yr 2 of 3

Approved by:  Approver1  Approver2  Approver3

---

**TF Contract Detail** Find | View All First 1 of 1 Last

\*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

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

Contract Status/Content TF Contract Total

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All 1 of 2

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 End Date:

Contract Type: 006 Semester Appointment

Approved by:  Approver1  Approver2  Approver3

---

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00001328 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2254 Cycle: 4 \*Comp Rate: 5507.000000

\*Late Start? N Academic Days Paid: Total WTU: 0.000000

Comments: Hired fall 2025 only at 3 WTUs  
10/1/2025: Faculty resigned. Last day worked is 9/30/2025.-CSM



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

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All |< 1 of 1 >|

CSU Contract #: 000051411 DeptID: 1142

\*Eff Date: 08/18/2025 Effective Sequence: 0 Contract Desc: SAbiola\_Dept\_Fall 2025

\*Contract Status: Active Entitlement: Term End Date: 12/19/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by:  Approver1  Approver2  Approver3

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00001328 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2254 Cycle: 4 \*Comp Rate: 5507.000000

\*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: Hired fall 2025 only at 3 WTU

Contract Status/Content TF Contract Total

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All |< 1 of 1 >|

CSU Contract #: 000051411 DeptID: 1142

\*Eff Date: 08/18/2025 Effective Sequence: 0 Contract Desc: SAbiola\_Dept\_Fall 2025

\*Contract Status: Active Entitlement: Term End Date: 12/19/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by:  Approver1  Approver2  Approver3

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00001328 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2254 Cycle: 4 \*Comp Rate: 5507.000000

\*Late Start? N Academic Days Paid: **Total WTU: 6.00000**

Comments: Hired fall 2025 only at 3 WTU  
7/17/2025: Updated WTU from 3 WTUs to 6 WTUs.-CSM



# 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: 015335424

**Contract Status/Content** View All |< 1 of 1 >|

CSU Contract #: 000051411 DeptID: 1142

\*Eff Date: 08/18/2025 Effective Sequence: 0 Contract Desc: SAbiola\_Dept\_Fall 2025

\*Contract Status: Active Entitlement: Term End Date: 12/19/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by:  Approver1  Approver2  Approver3

---

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00001328 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2254 Cycle: 4 \*Comp Rate: 5507.000000

\*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: Hired fall 2025 only at 3 WTU

Samuel Abiola Person ID: 015335424

**Contract Status/Content** View All |< 1 of 2 >|

CSU Contract #: 000051411 DeptID: 1142

\*Eff Date: 09/15/2025 Effective Sequence: 0 Contract Desc: SAbiola\_Dept\_Fall 2025

\*Contract Status: Active Entitlement: Term End Date: 12/19/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by:  Approver1  Approver2  Approver3

---

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00001328 Lecturer AY-A Bus. Unit: SJ000 SJSU

Department: 1142 Kinesiology Job Code: 2358 Sal Plan/Grd: 335 / 2

Term: 2254 Cycle: 4 \*Comp Rate: 5507.000000

\*Late Start? N Academic Days Paid: **Total WTU: 9.00000**

Comments: Hired fall 2025 only at 3 WTU  
9/20/2025: Updated WTU from 3 WTUs to 6 WTUs effective 9/15/2025.-CSM

# Generating Paperwork: Appointment Form

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

**San Jose State University  
Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form**

Appointment Form Print Date 07/17/25

Submit Form to: University Personnel

Questions? Email tempfaculty\_ase\_appointments@sjsu.edu

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
08/18/25	HIR	APT			

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList

Report Manager Process Monitor

Employee ID	Empl Rcd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
015335424		Samuel Abiola	000051411 SAbiola_Dept_Fall 2025	18-AUG-2025	0
Contract Type	Contract Expected End Date	Multi-Year End Date	Entitlement	Original Hire Date	SSI Counter
006-Semester Appointment	19-DEC-2025				

\*Empl ID: 015335424 Samuel Abiola

\*Contract Desc.: SAbiola\_Dept\_Fall 2025

Select a form

New Appointment Form  Revision Form

Action HIR Reason APT

Effective Date [ ] Action [ ] Reason [ ]

Initiating Official [ Initiating Official ]

Appointing Official [ Appointing Official ]

Dept. Contact - Name & Ph. [ Dept Contact ]

Current Contract Data						Sal Plan /					
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2254	2025	4	00001328 / 1142 / Kinesiology	2358	Lecturer AY-A	335 / 2	5,507.00	1,101.40	3.00000	0.200000	1/5

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.											

Comments (i.e., special compensation instructions) Fall 2025 Cycle:4--Hired fall 2025 only at 3 WTU	Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name
	Current:	1142	70000			100.00	07/01/25		Kinesiology
	Change to								

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

# 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**

Appointment Form Print Date 07/17/25

Submit Form to: University Personnel

Questions? Email tempfaculty\_ase\_appointments@sjsu.edu

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
01/20/26	HIR	APT	08/18/25	DTA	APT

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList

Report Manager

Employee ID <b>015335424</b>	Empl Rcd	Employee Name <b>Samuel Abiola</b>	Contract Number & Description <b>000051413 SAbiola_Dept_AY 25-26 Entitle</b>	Effective Date <b>20-JAN-2026</b>	Eff Seq <b>0</b>
Contract Type <b>015-12.12 Entitlement - Yr 2 of 3</b>		Contract Expected End Date <b>22-MAY-2026</b>	Multi-Year End Date <b>31-MAY-2027</b>	Entitlement <b>0.2</b>	Original Hire Date SS1 Counter

\*Empl ID:  Samuel Abiola

\*Contract Desc.:

Select a form

New Appointment Form  Revision Form

Action  Reason

Effective Date  Action  Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

Current Contract Data						Sal Plan /					
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2254	2025	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

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.											

**Comments (i.e., special compensation instructions)**  
 Fall 2025 Cycle:4--Hired AY 2025-2026: 3 WTU Fall and 3 WTU Spring  
 Spring 2026 Cycle:2--Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring

Funding	Dept	Fund	Class	Proj	Pct	Effdt	End Date	Department Name
Current:	1142	70000			100.00	07/01/25		Kinesiology
Change to								

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

# Generating Paperwork: Revision Form

- 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

**TF/TA/GA Appt-Revision Form**

Run Control ID: ActiveList

\***Empl ID:**

\***Contract Desc.:**

**Select a form**

New Appointment Form  **Revision Form**

**Fall**  Spring  **Revision Number**

**Effective Date**   **Action**  **Reason**

**Initiating Official**

**Appointing Official**

**Dept. Contact - Name & Ph.**

**San Jose State University  
TF/TA/GA Contract Revision Form**

TF/TA/GA Revision Form Print Date: 07/17/25  
Submit Form to: University Personnel  
Questions? Email tempfaculty\_asse\_appointments@sjsu.edu

Fall	Spring	Revision	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. <b>NOTE:</b> To avoid delay in processing, an Action/Reason Code MUST be provided for changes in Contract Data.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="08/18/25"/>	<input type="text" value="TER"/>	<input type="text" value="END"/>	

Employee ID	Empl Rcd	Employee Name	Contract Number & Description	Effective Date	Eff Seq
<input type="text" value="015335424"/>	<input type="text" value=""/>	<input type="text" value="Samuel Abiola"/>	<input type="text" value="000051411 SAbiola_Dept_Fall 2025"/>	<input type="text" value="18-AUG-2025"/>	<input type="text" value="0"/>
Contract Type	Contract Expected End Date		Multi Year End Date		
<input type="text" value="006-Semester Appointment"/>	<input type="text" value="19-DEC-2025"/>		<input type="text" value=""/>		

Current Contract Data						Sal Plan /					
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2254	2025	4	00001328 / 1142 / Kinesiology	2358	Lecturer AY-A	335 / 2	5,507.00	0.00	0.00000	0.000000	
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.											
Comments (i.e., special compensation instructions)											
Fall 2025 Cycle:4--Hired fall 2025 only at 3 WTU 7/17/2025: Update WTU to 0. Class cancelled due to low enrollment.-CSM											

Initiating Official	Signature	Date	Department Contact
<b>Initiating Official</b>			Name/Phone <b>Dept Contact</b>
Appointing Official	Signature	Date	
<b>Appointing Official</b>			ESS Signoff/Date

# Generating Paperwork: Revision Form

- 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 Appt-Revision Form

Run Control ID: ActiveList Report Manager

\*Empl ID: 015335424  Samuel Abiola

\*Contract Desc.: SAbiola\_Dept\_AY 25-26 Entitle

Select a form

New Appointment Form  Revision Form

Fall  Spring  Revision Number

Effective Date 08/18/2025  Action PAY Reason TBC

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

San Jose State University  
TF/TA/GA Contract Revision Form

TF/TA/GA Revision Form Print Date: 07/18/25  
Submit Form to: University Personnel  
Questions? Email tempfaculty\_ase\_appointments@sjsu.edu

Fall  Spring  Revision Number  Effective Date 08/18/25 Action\* PAY Reason\* TBC

Valid Action/Reason codes can be found on the web at www.sjsu.edu/depts/cms. Contact HR for Action/Reason codes not listed.  
NOTE: To avoid delay in processing, an Action/Reason Code MUST be provided for changes in Contract Data.

Employee ID 015335424 Empl Recd  Employee Name Samuel Abiola Contract Number & Description 000051413 SAbiola\_Dept\_AY 25-26 Entitle Effective Date 20-JAN-2026 Eff Seq 0

Contract Type 015-12.12 Entitlement - Yr 2 of 3 Contract Expected End Date 22-MAY-2026 Multi Year End Date 31-MAY-2027

Current Contract Data						Sal Plan /					
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2254	2025	4	00001508 / 1142 / Kinesiology	2358	Lecturer AY-C	335 / 4	6,825.00	0.00	0.00000	0.000000	
2262	2026	2	00001508 / 1142 / Kinesiology	2358	Lecturer AY-C	335 / 4	6,825.00	1,365.00	3.00000	0.200000	1/5

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.										

Comments (i.e., special compensation instructions)  
Fall 2025 Cycle:4--Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring  
Spring 2026 Cycle:2--Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring

Initiating Official		Signature	Date
<b>Initiating Official</b>			
Appointing Official		Signature	Date
<b>Appointing Official</b>			

Department Contact: Name/Phone **Dean's Name**

ESS Signoff/Date

# Generating Paperwork: Revision Form

- 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

**TF/TA/GA Appt-Revision Form**

Run Control ID: ActiveList

\*Emp ID:

\*Contract Desc.:

Select a form

New Appointment Form  Revision Form

Fall  Spring  Revision Number

Effective Date  Action  Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

**San Jose State University  
TF/TA/GA Contract Revision Form**

TF/TA/GA Revision Form Print Date 07/17/25  
Submit Form to: University Personnel  
Questions? Email tempfaculty\_ase\_appointments@sjsu.edu

Fall Spring Revision  
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.  
      **NOTE:** To avoid delay in processing, an Action/Reason Code MUST be provided for changes in Contract Data.

Employee ID  Empl Rcd  Employee Name  Contract Number & Description  Effective Date  Eff Seq

Contract Type  Contract Expected End Date  Multi Year End Date

Current Contract Data							Sal Plan /				
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2254	2025	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	0.000000	

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.										

**Comments (i.e., special compensation instructions)**  
Fall 2025 Cycle:4--Hired AY 2025-2026: 3 WTU Fall and 3 WTU Spring  
Spring 2026 Cycle:2--Hired AY 2025-2026: 0 WTU Fall and 3 WTU Spring  
2/17/2025: Faculty resigned. Updated WTU to zero. Last day worked 2/14/2026.-CSM

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

# Generating Paperwork: Revision Form

- 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

**TF/TA/GA Appt-Revision Form**

Run Control ID: ActiveList

\*Empi ID:

\*Contract Desc.:

Select a form

New Appointment Form  Revision Form

Fall  Spring  Revision Number

Effective Date  Action  Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

**San Jose State University  
TF/TA/GA Contract Revision Form**

TF/TA/GA Revision Form Print Date 07/17/25  
Submit Form to: University Personnel  
Questions? Email temp/faculty ase\_appointments@sjsu.edu

Fall Revision	Spring 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="08/18/25"/>	<input type="text" value="PAY"/>	<input type="text" value="TBC"/>	<b>NOTE:</b> To avoid delay in processing, an Action/Reason Code MUST be provided for changes in Contract Data.

Employee ID	Empl Red	Employee Name	Contract Number & Description	Effective Date	Eff Seq
<input type="text" value="015335424"/>	<input type="text"/>	<input type="text" value="Samuel Abiola"/>	<input type="text" value="000051411 SAbiola_Dept_Fall 2025"/>	<input type="text" value="18-AUG-2025"/>	<input type="text" value="0"/>
Contract Type		Contract Expected End Date	Multi Year End Date		
<input type="text" value="006-Semester Appointment"/>		<input type="text" value="19-DEC-2025"/>	<input type="text"/>		

Current Contract Data							Sal Plan /				
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2254	2025	4	00001328 / 1142 / Kinesiology	2358	Lecturer AY-A	335 / 2	5,507.00	2,202.80	6.00000	0.400000	6/15

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.										

Comments (i.e., special compensation instructions)  
Fall 2025 Cycle:4--Hired fall 2025 only at 3 WTU  
7/17/2025: Updated WTU from 3 WTUs to 6 WTUs.-CSM

Initiating Official			Signature			Date		
<b>Initiating Official</b>								
Appointing Official			Signature			Date		
<b>Appointing Official</b>								

Department Contact:	
Name/Phone	Dept Contact
ESS Signoff/Date	

- 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

**TF/TA/GA Appt-Revision Form**

Run Control ID: ActiveList

\*Empl ID:

\*Contract Desc.:

Select a form

New Appointment Form  **Revision Form**

**Fall**  Spring  **Revision Number**

Effective Date   Action  Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

**San Jose State University**  
**TF/TA/GA Contract Revision Form**

TF/TA/GA Revision Form Print Date 07/17/25  
Submit Form to: University Personnel  
Questions? Email tempfaculty\_ase\_appointments@sjsu.edu

Fall Revision	Spring 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	09/15/25	PAY	TBC	<b>NOTE:</b> To avoid delay in processing, an Action/Reason Code MUST be provided for changes in Contract Data.				

Employee ID  Empl Rcd  Employee Name  Contract Number & Description  Effective Date  Eff Seq

Contract Type  Contract Expected End Date  Multi Year End Date

Current Contract Data							Sal Plan /				
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate	Actual Comp	WTU	FTE	Fraction
2254	2025	4	00001418 / 1142 / Kinesiology	2358	Lecturer AY-B	335 / 3	6,221.00	2,488.40	6.00000	0.400000	6/15
2254	2025	4	00001418 / 1142 / Kinesiology	2358	Lecturer AY-B	335 / 3	6,221.00	3,732.60	9.00000	0.600000	3/5
2262	2026	2	00001418 / 1142 / Kinesiology	2358	Lecturer AY-B	335 / 3	6,221.00	1,244.20	3.00000	0.200000	1/5

**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.									

**Comments (i.e., special compensation instructions)**

Fall 2025 Cycle:4--Hired AY 2025-2026: 6 WTU Fall and 3 WTU Spring  
 9/20/2025: Updated WTU from 6 WTUs to 9 WTUs effective 9/15/2025.-CSM  
 Spring 2026 Cycle:2--Hired AY 2025-2026: 6 WTU Fall and 3 WTU Spring

	Department Contact: Name/Phone <b>Dept Contact</b>
Initiating Official <input type="text" value="Initiating Official"/> Signature <input type="text" value=""/> Date <input type="text" value=""/>	
Appointing Official <input type="text" value="Appointing Official"/> Signature <input type="text" value=""/> Date <input type="text" value=""/>	
ESS Signoff/Date <input type="text" value=""/>	

# Generating Paperwork: 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 Status/Content **TF Contract Total**

Samuel Abiola Person ID: 015335424

Run Control ID: ActiveList

\*Empl ID:  Samuel Abiola

\*Contract:

Dean's Name:

Contract Data														Find	View 1	First	1-2 of 2	Last
CSU Contract Number: 000051412 DeptID: 1142 Eff Date: 01/20/2026 Eff Seq: 0														Personalize   Find   [Print Icon]   First 1 of 1 Last				
Contract Total Detail														Personalize   Find   [Print Icon]   First 1 of 1 Last				
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	
Lecturer AY-B	1142	Kinesiology	2358	335	3	2262	6221.000000	0.200000	1/5	1244.200	7465.200	3.00000	<input checked="" type="checkbox"/>	CN1	07/18/2025 6:25:05AM	010741445		

Contract Data														Find	View 1	First	1 of 1	Last
Eff Date: 08/18/2025 Eff Seq: 0														Personalize   Find   [Print Icon]   First 1 of 1 Last				
Contract Total Detail														Personalize   Find   [Print Icon]   First 1 of 1 Last				
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	
Lecturer AY-B	1142	Kinesiology	2358	335	3	2254	6221.000000	0.400000	6/15	2488.400	14930.400	6.00000	<input checked="" type="checkbox"/>	CN1	07/18/2025 6:25:05AM	010741445		

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

**Statement of Terms and Conditions of Employment**  
 San Jose State University, One Washington Square, San Jose, CA 95192  
 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:

<b>Appointment Type</b> Part-time: 0.40 (6/15)	<b>Appointment Period</b> Academic Year Appointment - Fall 2025	<b>Effective Dates</b> 18-AUG-2025 to 19-DEC-2025
<b>Rank</b> Lecturer AY-B	<b>Full-Time Base Salary</b> \$6,221.00	<b>Actual Monthly Salary</b> \$2,488.40
		<b>Total Term Salary</b> \$14,930.40



- 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 2026 row with the effective date of when the WTUs will change
- Revision Form:
  - Action Reason: PAY/TBC
  - Effective Date:
    - Before the semester starts: 8/17/2026
    - 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”



- 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 2026-2027
- 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



# Appointment Reminders

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- 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



- Email [up-faculty-appointments@sjsu.edu](mailto:up-faculty-appointments@sjsu.edu)
- Attend [Open Labs](#)

