

## 5. Requesting Faculty, TA, GA, and Volunteer Hires

This chapter describes the procedures for requesting faculty, teaching assistant, graduate assistant and volunteer hires in E-TRAC.

This chapter contains the following sections:

5.1.	Requesting an Employee Hire .....	5-1
5.2.	New Hire (Employee does not exist in HRMS and/or SIMS) .....	5-1
5.3.	New Hire (Employee exists in HRMS and/or SIMS) .....	5-4
5.4.	After the E-TRAC is Submitted .....	5-11
5.5.	Graduate Assistant Hires .....	5-12
5.6.	Volunteer (Non-employee) Hires .....	5-12
5.7.	ORSP Grant-Funded Lecturer & GTA Appointments .....	5-12
5.8.	Faculty New Hire Field Definitions .....	5-14

### 5.1. Requesting an Employee Hire

Before requesting a faculty hire you must complete two tasks in E-TRAC: vacant position search and an employee search. These searches are conducted to verify if a position is available, and if the employee is already active in HRMS.

#### 5.1.1. Vacant Position Search

The first step in hiring a new employee using E-TRAC is to determine if there is a vacant position into which the employee can be hired.

#### 5.1.2. Employee Search

The next step is to determine if the individual that you are hiring is already in the E-TRAC system. This is done by performing an inquiry called an Employee Search. Although E-TRAC HIRE does some checking on the SSN and name of the employee, it is very important to determine if the individual already has a record in the system prior to requesting a new hire.

### 5.2. New Hire (Employee does not exist in HRMS and/or SIMS)

There are two procedures for hiring at SFSU: hiring individuals not previously in HRMS/SIMS, and individuals who are in HRMS/SIMS (current employees and rehires).

The following instructions show how to request a new hire where there is no existing data in HRMS or SIMS for the new hire.

- 1 Once you've logged in to HRMS select: **SFO Self Service > E-TRAC >E-TRAC Home > Employee Hire**. Click **Add**.
- 2 Click **Add a New Value** link. The New Hire Request Page will appear.
- 3 Type the first name, the last name and the SSN or SFSU ID. For new employees carefully enter the SSN. For existing employees, enter the SFSU ID. Use the completed payroll hiring documents (EAR, Oath, Designee, etc.) or other source documents for a current or terminated employee.

**New Hire Request Page**

**E-TRAC ID:** NEW

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FOR ANY STUDENT HIRE, PLEASE USE THE SFSU ID. DO NOT USE SSN. IF NO MATCH IS FOUND USING SFSU ID, OBTAIN CORRECT INFORMATION FROM THE STUDENT. Please double check your entry to make sure it is accurate.

**Enter Employee Details**

'First Name:  'SSN / SFSU ID:

'Last Name:

**Next**

Figure 6-2 New Hire Request Page

- 4 Click the **Next** button.
- 5 Type the date of birth and re-enter the SSN. Please cross-reference the SSN with different source documents for consistency.

Enter Employee Details	
*First Name: Marlene	*SSN / SFSU ID: New
*Last Name: Dietrich	
*Date of Birth: 05/09/1973 	
Please verify the SSN by checking alternate documentation (EAR, SPAR, Designee or I-9) and re-enter the SSN; Press Next to continue	
*Re-Enter SSN: 415235203	
<input type="button" value="Back"/> <input type="button" value="Next"/>	
Help	
Message #7 : Please verify the SSN for the New hire.	

Figure 6-3 Verify Employee SSN

- 6 Click the **Next** button.

## New Hire Request Page

SSN: xxx-xx-5203

E-TRAC ID: NEW

[E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (\*) next to them are required, all others are optional.

Personal Information	
*Effective Date:	<input type="text"/> 
*First Name:	<input type="text" value="Marlene"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text" value="Dietrich"/>
*Country:	<input type="text" value="USA"/>  United States
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/> State: <input type="text"/> 
Postal Code:	<input type="text"/>

Figure 6-4 Employee Personal Information Section

If the SSN was re-entered correctly and no other matches were found by entering the date of birth, the new hire page will appear for regular new-hire data entry. (Figure 6-4)

### 5.2.1. Personal Information

The Personal Information section contains fields for information such as effective date, name, and address. Note that if the social security number is recognized by the system, the personal information on record will appear as grayed. The grayed fields will serve as an indication that it is necessary for you to complete an EAR (Employee Action Request) form to update this personal data. EAR forms are required by the State Controller's Office.

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**Note:** When typing information in to the Personal Information section, do not use all caps or abbreviations. For addresses avoid using abbreviations such as st, blvd, or rd.

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- 1 Enter the Effective Date, which is the date of hire.
- 2 Finish the section by typing the address in the Address field. Make sure to use mixed case for the address, to spell out the address such as 16 Bay Street. Also, include the entire address in the Address 1 field.
- 3 Type City, postal, and state, in their respective fields. Country field automatically defaults to USA. Do not abbreviate city and spell out completely.
- 4 Continue to the Position Information section to complete the remainder of the hire.

### 5.3. New Hire (Employee exists in HRMS and/or SIMS)

The following hire instructions are for current or terminated employees in HRMS. The employee may be receiving a concurrent job or being re-hired following a termination or has existing data in SIMS.

- 1 Type the complete first and last name and SFSU ID and click the **Next** button. In the example above, all entries matched HRMS data. Accordingly, the employee appears in the list under "Matching Data Found".
- 2 Clicking the SFSU ID link in the list to retrieve the new hire page populated with existing Name and Address data.

## New Hire Request Page

SSN: xxx-xx-1313

E-TRAC ID: NEW

[E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (\*) next to them are required, all others are optional.

**Personal Information**

\*Effective Date:

\*First Name:

Middle Name:

\*Last Name:

\*Country:  United States

\*Address Line 1:

Address Line 2:

City:  State:  California

Postal Code:

Figure 6-6 New Hire Request Page

In this example using the same employee to hire, the first name was misspelled (Lilly vs Lily)

## New Hire Request Page

E-TRAC ID: NEW

FOR ANY STUDENT HIRE, PLEASE USE THE SFSU ID. DO NOT USE SSN. IF NO MATCH IS FOUND USING SFSU ID, OBTAIN CORRECT INFORMATION FROM THE STUDENT. Please double check your entry to make sure it is accurate.

**Enter Employee Details**

\*First Name:  \*SSN / SFSU ID: 133131313

\*Last Name:

\*Date of Birth:

**Help**

Message #2 : The SSN/SFSU Id you entered already exists in the system, but it does not match with the employee name and/or DOB you entered. Please contact Human Resources to ensure the New Hire details are correct. To modify the data you entered, click on 'Back' button. To continue hiring as per the data shown, click on the SFSU ID hyperlink below.

Matching Data Found

	SFSU ID	First Name	Middle Name	Last Name	Date of Birth (MM/DD)	National ID
1	HRMS <a href="#">908505720</a>	Lily		Munster	10/31	XXX-XX-7866

Figure 6-7 Confirm Employee Details

When the SFSU ID / SSN and date of birth are correct, but the name has an error, the "Help" dialog box will display messages that provide detail of the inconsistencies. In addition, the "Matching Data Found" list will provide the possible match(es) of existing data from HRMS and/or SIMS.



- 2 To search for a position number by Department Title, enter the first few letters or whole department name in the Department Title box, and click the search button.
- 3 A list of position numbers with associated information appears. Select the position that the employee will occupy. This position should be listed with Vacant in the name column.

**Find a Position**

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Position Number:

Department:  

Department Title:

Job Code:  

Search Results					
Position No	Effective Date	Name	Description	Department	Department Description
<a href="#">00001817</a>	04/03/2007	Vacant	Admin Analyst/Spclst 12 Mo	6047	DOIT-CMS IMPLEMENTATION
<a href="#">00002908</a>	04/03/2007	James Bond	Info Tech Consultant 12 Mo	6047	DOIT-CMS IMPLEMENTATION
<a href="#">00003739</a>	04/03/2007	Vacant	Info Tech Consultant 12 Mo	6047	DOIT-CMS IMPLEMENTATION

Figure 6-11 Vacant Positions Tab

- 4 Once you select the position number, the Position Information section will populate with the selected position number in the position number field, and a Job Code (display only) with the job title.

**Position Information**

\*Position Number:   Info Tech Consultant 12 Mo

Department: 6047 DOIT-CMS IMPLEMENTATION

\*FTE:  Job Code: 0420 Info Tech Consultant 12 Mo

Figure 6-12 Position Information section

- 5 Override the WTU default value if it is necessary.
- 6 FTE defaults based position.
- 7 Using the drop down menu, choose an Empl Class (employment class) based on the position the faculty is being hired into. Temporary for lecturers, GTAs, Temp 3-year. Use Regular for tenured/tenured track.

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**Note:** If the position is temporary then you must enter an end date.

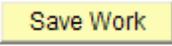
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- 8 Choose the duration of the appointment from the Appt Dur list. Choose 1 Semester, 1 Year, or 3 Years.

- 9 The salary plan information automatically populates from the position that you choose.
- 10 Salary grade defaults based on position, however, select the appropriate grade (range).
- 11 The Rate Code will default based on the Empl Class you select. Accept the default.
- 12 Enter the Comp Rate. The Salary Min and Max are provided as a reference so that you may determine where in the salary range the new hire's salary will fall. An error message will appear if the comp rate is outside of this range.
- 13 Type any notes that you may want the next approver to view.

Figure 6-13 Notes section.

User ID and Date/Time automatically populate from previous information entered. The notes section is designated for comments that you may have for the person to receive this E-TRAC transaction in their worklist.

- 14 Click Save Work. 

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**Note:** If the **Submit** button is not pressed after the **Save Work** button is pressed, the transaction will be saved without going to the approver and will appear in the "My E-TRAC Transactions" listing with a status of "New E-TRAC" available for editing or submitting at a later time. This is helpful if you are uncertain about any piece of data in your request. However, you must complete all of the required fields in the request prior to clicking **Save Work**. You must enter something in the required fields as the system will not allow you to save an E-TRAC record unless it is complete.

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- 15 A Save Confirmation screen appears. Your transaction is not submitted until you have received this confirmation screen.
- 16 Click **OK**.
- 17 After pressing the **OK** button, the Submit button will appear for submitting the E-TRAC transaction for approval.
- 18 If you are ready to submit the transaction, click **Submit**.

The following page appears. This page allows you to review the information that you have submitted and shows the status of your transaction.

### New Hire Request Review

E-TRAC ID: 00199282

EmplID:912588493

[E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (\*) next to them are required, all others are optional.

**Personal Information**

Effective Date: 08/30/2017 Active Job Records  
 First Name: James  
 Middle Name:  
 Last Name: Yucheko  
 Country: USA United States

Address Line 1: 706 Harbor Ln  
 Address Line 2:

City: Alameda State: CA California  
 Postal Code: 94502  Address is PO Box Address

**Address Details**

(ex. 800)	(ex. East)	(ex. Main)	(ex. Street)	(ex. East)	(ex. 56 A)
Street Number	Street Direction	Street Name	Street Type	Street Direction (Post)	Apt/ Suite/ Room #
706		Harbor	Lane		
City	Alameda	State	CA		
Country	USA	Postal Code	94502		

**Position Information**

Position Number: 00005237  Special Consultant  
 Absence / Time Approver: 00004584 Administrator II Robin Bates  
 Department: 6115 Human Resources  
 Fraction:  
 FTE: 0.010000 Job Code: 4660 Special Consultant  
 Empl Class Emer Hire  
 FLSA Status: Exempt

Appt End: 12/29/2017 Pay Period End: 06/30/2017  
 Sal Plan: E15 E99 Salary Plan 15  
 Salary Grade: 0 SPC CONSUL  
 Rate Code: Daily Rate Days/Hrs/Units: 1.000000  
 Comp Rate: \$0.00 USD

**Notes** Find First 1 of 1 Last

User ID: CCSCM19 Wachira,Patrick

Date/Time: 06/15/2017 11:43:13AM

Notes:

**Approval History**

User ID	Name	Approval Status	Status Date & Time
CCSCM19	Wachira,Patrick	Submitted by Creator	06/15/2017 11:47:45AM
CCSCM19	Wachira,Patrick	New E-Trac	06/15/2017 11:46:03AM

Next Approver: Department Approver(s)

### 5.3.2. The E-TRAC ID Number

Near the top of the E-TRAC page, the system has generated a unique E-TRAC ID for the transaction. You may want to note this number in order to easily locate your request once it is submitted.

**New Hire Request Review**  
 E-TRAC ID: 00199282    EmplID:912588493    [E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (\*) next to them are required, all others are optional.

**Personal Information**

Effective Date: 06/30/2017    Active Job Records  
 First Name: James  
 Middle Name:  
 Last Name: Yucheko  
 Country: USA    United States

Address Line 1: 706 Harbor Ln  
 Address Line 2:  
 City: Alameda    State: CA    California  
 Postal Code: 94502     Address is PO Box Address

**Address Details**

(ex. 800)	(ex. East)	(ex. Main)	(ex. Street)	(ex. East)	(ex. S6 A)
Street Number	Street Direction	Street Name	Street Type	Street Direction (Post)	Apt/ Suite/ Room #
706		Harbor	Lane		
City	Alameda	State	CA		
Country	USA	Postal Code	94502		

**Position Information**

Position Number: 00005237    Special Consultant  
 Absence / Time Approver: 00004584    Administrator II Robin Bates  
 Department: 6115    Human Resources  
 Fraction:  
 FTE: 0.010000    Job Code: 4660    Special Consultant  
 Empl Class: Emer Hire  
 FLSA Status: Exempt

Appt End: 12/29/2017    Pay Period End: 06/30/2017  
 Sal Plan: E15    E99 Salary Plan 15  
 Salary Grade: 0    SPC CONSUL  
 Rate Code: Daily Rate    Days/Hrs/Units: 1.000000  
 Comp Rate: \$0.00    USD

**Notes**    Find    First 1 of 1 Last

User ID: CCSCM19    Wachira,Patrick      
 Date/Time: 06/15/2017 11:43:13AM  
 Notes:

**Approval History**

User ID	Name	Approval Status	Status Date & Time
CCSCM19	Wachira,Patrick	Submitted by Creator	06/15/2017 11:47:45AM
CCSCM19	Wachira,Patrick	New E-Trac	06/15/2017 11:46:03AM

Next Approver: Department Approver(s)

E-TRAC ID Number

Position Information

Salary Plan Information

Notes section

Approval History

Figure 6-15 New Position Review/Approval Page displaying E-TRAC ID

From this point, your request goes to the first level approver designated for your department.

Notice that in the Approval History section, under the Approval Status column the text reads, Submitted by Creator. This section also indicates where this transaction will go next. In the event that one of your transaction approvers makes any changes to your request, you will receive an e-mail notification.

## **5.4. After the E-TRAC is Submitted**

After your E-TRAC request is submitted it is no longer available for you to update. You will receive an e-mail notification that your E-TRAC was successfully submitted. The E-TRAC request will be routed automatically to the first department approver for your area. They will also receive an e-mail notification, which will let them know that a transaction is waiting in their worklist for approval.

Each approver will have the ability to review and make changes to the E-TRAC request. Therefore, if you determine after you submitted the E-TRAC that you made a mistake, you can always ask one of your approvers to make the necessary change. You will receive an e-mail in the event that any changes were made to your E-TRAC request.

Approvers are asked to either approve or reject each transaction. If a transaction is rejected, it is closed to any further updates, and cannot be reused.

After your department approvers have approved the transaction, it will be routed to the Budget Office and Human Resources, Safety and Risk Management. The transaction is finalized only after Human Resources, Safety and Risk Management has approved the transaction and loaded the record to the database. You will receive an e-mail message to let you know when this has happened and any new position or employee IDs that were created as a result of the process.

## 5.5. Graduate Assistant Hires

The basic process for hiring Graduate Assistants (GA) is essentially the same as for processing temporary faculty hires. Graduate Assistant hires in E-TRAC have job codes of 2355 and 2325. Before beginning, please refer to the memorandum from the Dean of Graduate Studies, **New Procedures for Graduate Assistant Appointments** for specific effective and end dates and other important guidelines for hiring Graduate Assistants.

## 5.6. Volunteer (Non-employee) Hires

The basic process for hiring Volunteers is essentially the same as for temporary faculty hires. This section serves as a supplement to detail the procedures for requesting volunteer (non employee) hires in E-TRAC, (Job Code 0051).

Volunteers must complete Volunteer acknowledgment forms, application for temporary faculty appointments, CV., etc., and submit them to Faculty Personnel, Human Resources. Volunteer appointments (Non Employee), job code 0051, should only be used under the following conditions:

The person is volunteering their services for instructional faculty related activities, including being the instructor of record for a class or supervision, after all paid-temporary faculty (lecturer) entitlement obligations have been met for a department or unit.

The person is NOT receiving compensation for such duties and responsibilities paid by faculty, GA, GTA, or Special Consultant classifications (2358, 2354, 2355, 2360, 4660, etc.)

The person is a current non-faculty campus employee and teaching a course, but is not eligible to receive an overload or additional appointment as faculty.

- Volunteer appointments shall not be used for Appointment as Volunteer when hired as a lecturer/GTA funded through a grant via the Office of Research & Sponsored Programs (ORSP).

## 5.7. ORSP Grant-Funded Lecturer & GTA Appointments

Previously, when a lecturer in a department was assigned a class that was fully or partially funded by a grant, the Office of Research and Sponsored Programs (ORSP) would centrally process the faculty appointment and the department would process a volunteer appointment for the same employee/department for APDB purposes.

Effective Fall 2004, grant-funded lecturers should be appointed in Reimbursed Release Time (RRT) lecturer/GTA position numbers in the appropriate department/college RRT account and follow the normal department hiring procedures. ORSP will reimburse the college's RRT account for grant-funded teaching positions through a transfer of funds from the grant account. The process will work much the same way that colleges are currently reimbursed for release time for tenured/tenure-track faculty. The only difference is that lecturers will not show

an Instructional Faculty Fraction (IFF) on the Faculty Assignment by Department (FAD) report; whereas tenured/tenure-track faculty maintain their IFF for APDB reporting purposes.

Accordingly, departments should not appoint grant-funded lecturers/GTAs as Volunteers for APDB purposes. Questions about the reimbursement process may be addressed to Michelle Gagnon, Personnel Manager, ORSP. Questions regarding the FAD and/or FAD-related data should be directed to, Academic Resources.

## 5.8. Faculty New Hire Field Definitions

The following field definitions are provided for your reference. Depending on the E-TRAC action-reason combination you select, any number of the following fields may display and/or be available for update.

### Social Security Number

Display Only	No
Default	None
SFSU Use	This field is used to determine if the individual being appointed is already in the PeopleSoft system. The SSN is also the link to the current State Controller's Office system so it is especially important to ensure accuracy.
Values	None

### E-TRAC ID

Display Only	Yes
Required	Yes
Default	The value will default to <b>NEW</b> until the transaction is saved and a number is generated by the system.
SFSU Use	The E-TRAC ID is used to track E-TRAC transactions. This number is generated by the system in a sequential order once a transaction is saved. Make note of this number in order to easily retrieve prior transactions.
Values	None

### Effective Date

Display Only	No
Required	Yes
Default	This value will default to the current date.
SFSU Use	This field contains the date when the new hire becomes effective. This can be a historical, current or future date. Note: the date of the hire must coincide with the date of the position. The position will not be available or 'effective' to hire someone into until this date.
Values	None

### First Name

Display Only	No
Required	Yes
Default	None
SFSU Use	Type the employee's first name. The name should be typed in mixed case. If there is only one first name, insert a space.
Values	None

**Middle Name**

Display Only	No
Required	No
Default	None
SFSU Use	Type the employee's middle name if they have one. The name should be typed in mixed case and spelled out. If the middle name is only one letter, capitalize the letter. If there is no middle name, leave this field blank. Type only alpha characters— commas and periods can negatively affect name formats for reports.
Values	None

**Last Name**

Display Only	No
Required	Yes
Default	None
SFSU Use	Type the employee's last name. The name should be typed in mixed case.
Values	None

**Country**

Display Only	No
Required	Yes
Default	Defaults to <b>USA</b>
SFSU Use	This field contains the country in which the employee lives. This field controls the format of the remaining address fields.
Values	Reference table for values.

**Address 1**

Display Only	No
Required	Yes
Default	None
SFSU Use	The employee's street address should be typed here in its entirety. For example, if an employee lives at 1300 Bay Street Apartment 7, this entire address should be typed as one line in the Address 1 field. This is a portion of the legal address and will be used for W-2 and other legal reporting.
Values	None

**City**

Display Only	No
Required	No

Default	None
SFSU Use	The city of the employee's address. This is a portion of the employee's legal address and will be used for W-2 and other legal reporting. The name of the employee's city should be completely spelled; no abbreviations such as (SF) will be accepted.
Values	None

**Postal**

Display Only	No
Required	Yes
Default	None
SFSU Use	The postal field is used for the zip code.
Values	None

**State**

Display Only	No
Required	Yes
Default	None
SFSU Use	The two digit code for the employee's state. This is a portion of the legal address and will be used for W-2 and other legal reporting.
Values	Reference table for values.

**Position Number**

Display Only	No
Required	Yes
Default	None
SFSU Use	The position number is a system generated code that identifies the position the employee will be filling. Unlike the current position number used at SFSU, there is no meaning built into the E-TRAC position number. Instead, there are many data that are associated with the position record that can be searched or reported on (agency unit).
Values	Reference table for values.

**Department**

Display Only	Yes
Required	Yes
Default	The Department ID will default to the department of the E-TRAC user.
SFSU Use	The Department ID is the basic component of the organization structure and security hierarchy. Users will only be able to create E-TRAC transactions for their own departments.

Values	Reference table for values.
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**FTE**

Display Only	Will appear as grayed.
Required	Yes
Default	This value will default based on the fraction entered in Faculty Fraction boxes.
SFSU Use	This value is currently known to San Francisco State as time base. This field contains the calculated percentage of standard hours for the position and the standard work period. A position with an FTE of 1.0 (100%ofthe full-time equivalency) equals a full-time time base. FTE on the Employee Hire request relates to an employee holding the position.
Values	Reference table for values.

**Job Code**

Display Only	Yes
Required	Yes
Default	None
SFSU Use	This field identifies the job classification of the employee per the CSU salary schedule.
Values	Reference table for values.

**Empl Class**

Display Only	No
Required	Yes
Default	None
SFSU Use	The Employee Class field is used to designate the Empl Class for an employee.
Values	<p>There are 11 values to select from to designate an Employee Class.</p> <ol style="list-style-type: none"> <li>1. Acting Appointment</li> <li>2. Emergency Hire - This value should be used for all non posted positions.</li> <li>3. FERP - This value is used to denote faculty early retirement program participants.</li> <li>4. Immediate Pay - This is used for appointments that involve immediate pay (which include job codes 4660, 2357, 2363, 2322 or 2356).</li> <li>5. Intermittent</li> <li>6. Leaver</li> <li>7. Non-Employee</li> <li>8. Pre-retirement Time Base Change</li> <li>9. Promotee</li> <li>10. Regular – Regular probationary and permanent appointments</li> <li>11. Rehired Annuitant – This field is used to denote rehired annuitants</li> <li>12. Student – This empl class is used for student appointments. This includes job codes 1868, 1870, 1871, 1872, 1874, 1875, and 1876</li> <li>13. Temp 3 year - This value is used to denote temporary faculty that are</li> </ol>

- appointed for a three year period of time.
14. Temporary – this value should be selected for all temporary appointments that have a designated end date
  15. Acting Appointment – This value should be used for acting appointments

**Appt End Date**

Display Only	No
Required	Yes
Default	None
SFSU Use	Depending on the employment classification value selected, the user may be prompted to type an appointment end date. For example, when a user selects an employment classification of <b>Temporary</b> , the Appt End date field will display.
Values	None

**SCO Agency**

Display Only	No
Required	Yes
Default	None
SFSU Use	SCO Agency will be 255 for General Fund.
Values	Reference table for values.

**Rate Code**

Display Only	No
Required	Yes
Default	This value defaults to <b>CSUMTH</b>
SFSU Use	The rate code field signifies whether the new hire is compensated as a salaried, hourly or immediate pay employee.
Values	<p>Although several values will appear in the search record for this field, there are only three that are used by SFSU:</p> <p><b>CSUHRL:</b> Hourly Rate Pay  <b>CSUMTH:</b> Monthly Rate Pay  <b>DLYRTE:</b> Immediate Daily Pay  <b>EXTWTU:</b> CSU Course Unit Base On Enrlmt  <b>HRLLENR:</b> Hourly Rate Base on Enrollment  <b>HRLRTE:</b> CSU Immediate Pay, Hourly Rate  <b>LMPSUM:</b> CSU Immediate Pay, Lump Sum  <b>NAANNL:</b> Default NA Annual  <b>NAHRLY:</b> Default NA Hourly  <b>PMTDUE:</b> CSU Immediate Pay Total Pmt  <b>STDNTS:</b> Extended Ed. Number of Students  <b>UNITS:</b> Immediate pay, Number of Units</p>

For hourly employees (non-CSEA) choose the value **CSUHRLY**, for all other employees use value **CSUMTH**.

### Comp Rate

Display Only	No
Required	Yes
Default	None
SFSU Use	The Comp Rate reflects the actual salary that the employee will be paid based on the compensation rate noted above.
Values	None

### Min

Display Only	Yes
Required	Yes
Default	Defaults to the minimum salary amount for the Job Code/Range selected.
SFSU Use	Defaults to the minimum salary amount for the Job Code/Range selected.
Values	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

### Max

Display Only	Yes
Required	Yes
Default	Defaults to the maximum salary amount for the Job Code/Range selected.
SFSU Use	Defaults to the maximum salary amount for the Job Code/Range selected.
Values	This field contains the maximum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new maximum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

### Sal Plan

Display Only	Yes
Required	Yes
Default	This value will default based on the position number.
SFSU Use	The Salary Plan identifies those Job Codes that share the same Salary Grade information. It is simply a grouping of salary data e.g. salary, range minimum and maximum, FLSA status, affirmative action coding, overtime eligibility, and

	occupational index.
Values	None

**Salary Grade**

Display Only	Yes
Required	Yes
Default	This value will default based on what was established for the position.
SFSU Use	The Salary Grade is the range for the job code. This value will default to the lowest range for the job code selected.
Values	A = Range 2 B = Range 3 C = Range 4 D = Range 5 L = Range 1