

Temporary Faculty

CSU Contract Data (HR 9.0)

Contact Us:

web www.csus.edu/cms/training/training.stm

email servicedesk@csus.edu

phone (916) 278-7337

Overview

The CSU Temporary Faculty Contract Data component is used to process contract data for temporary faculty. After a CSU ID Search has been performed and an EmplID has been added by HR, you can enter contract data by:

- Navigating to the CSU Contract Data page
- Adding a New Value
- Entering Contract Status/Content Information
- Entering TF Contract Courses
- Entering TF Contract Total



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CSU Contract Data

Navigation

Begin the CSU Contract Data process by navigating to: CSU Temp Faculty > CSU Contract Data.

Add a New Value

You will be taken to CSU Contract Data page pictured below (Figure 1).

1. Click the Add a New Value tab.

CSU Contract Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Empl ID:

CSU Contract Number:

Department:

Contract Status:

Term:

Description:

Name:


Last Name:

Include History Correct History Case Sensitive


Figure 1: Find an Existing Value tab.

2. Enter the EmplID or use the magnifying glass to look up the correct value.
3. The CSU Contract Number will default to "NEW". Leave this field as it appears. The system will assign the contract number.
4. Enter the DeptID in the Department field.
5. Click the Add button.

CSU Contract Data

Empl ID: 

CSU Contract Number:

Department: 

[Find an Existing Value](#) | [Add a New Value](#)

Figure 2: Add a New Value

Contract Status/Content

You will be taken to the Contract Status/Content tab pictured in Figure 3 (page 8).

1. Enter the Effective Date of the contract. The effective date defaults to today's date. Change to reflect the beginning date of the contract.
2. The Effective Sequence should always be 0 (zero) for a new contract.
3. Enter the Contract Description (formerly called Contract Number).

Note: The naming convention for contract descriptions is Last Name, First Initial, Department Abbreviation, and Academic Year. Example: "MOUSE M ENGL 2011/12". (Don't use commas.)

4. Select "Inactive" from the Contract Status dropdown menu. This field does not default to "Inactive" in 8.9.
5. Fill in the Entitlement field. Enter 0 (zero) if there is no entitlement.
6. Enter the contract Term End Date.
Note: This is the last day of the semester for a semester appointment or the last day of the academic year for AY appointment and 3-year appointments.
7. Enter the Multi-Term End Date if applicable. Otherwise, leave the field blank. (This is the last day of the 3-year appointment.)
8. Fill in the Contract Type. If necessary, use the magnifying glass to look it up.
9. In the TF Contract Detail section, enter the Position Number or use the magnifying glass to look it up.

Note: The Position Title, Business Unit, DeptID, Department Name and Job Code default from the Position Number.

10. The Salary Plan/Grade field defaults to 1. Override this if necessary. Grade definitions are as listed below:

1 = Lecturer L	2 = Lecturer A	3 = Lecturer B
4 = Lecturer C	5 = Lecturer D	

Enter the Term information. Use the magnifying glass to look up the Term if necessary.

Note: Under the current naming convention, the first three digits represent the year and the last digit represents the semester. Spring is represented by a 3, Summer is represented by a 5 and Fall is represented by an 8.

The table below provides examples of the Term values.

Term Value	Semester
2103	Spring, 2010
2108	Fall, 2010
2113	Spring, 2011
2118	Fall, 2011

11. The Cycle field defaults to 1. Accept the default value.
12. Enter the Comp Rate (full-time base pay).
13. The Late Start field defaults to a value of "N". Override this entry with "L" if the hire is a late start. If the employee is a Late Start, enter the number of Academic Days Paid. (Call HR if you need assistance determining Academic Days Paid.)
14. Enter the Total WTU's.
15. Add any internal notes to the Comments field. (This field does not print on the contract.)
16. Click the TF Contract Courses tab.

CSU Contract Data

Contract Status/Content | **TF Contract Courses** | TF Contract Total

Minnie Mouse Person ID: 214237713

Contract Status/Content View All 1 of 1

CSU Contract #:	NEW	DeptID:	15100		
*Eff Date:	08/24/2011	Effective Sequence:	0	Contract Desc:	MOUSEM ENGL2011/12
*Contract Status:	Inactive	Entitlement:	0	Term End Date:	01/04/2012
Reg Region:	USA	Multiple Term End Date:			
Contract Type:	006	Semester Appointment			
Approved by:	<input type="checkbox"/> Approver1	<input type="checkbox"/> Approver2	<input type="checkbox"/> Approver3		

TF Contract Detail Find View All First 1 of 1 Last

*Position Nbr:	00000757	English LECTURER AY	Bus. Unit:	SACST CSUS		
Department:	15100	English	Job Code:	2358	Sal Plan/Grd:	335 / 3
Term:	2118	Cycle:	1	*Comp Rate:	4143.000000	
*Late Start?	N	Academic Days Paid:		Total WTU:	6.00000	
Comments:						

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

Contract Status/Content | **TF Contract Courses** | TF Contract Total

Figure 3: Contract Status/Content tab.

TF Contract Courses

You will be taken to TF Contract Courses tab pictured below (Figure 4).

1. Verify the data in the Contract Data and Contract Detail sections.
2. Complete any of the fields in the Course Assignments section that you would like to have printed on the contract.

Note: The Course Assignments section is completely optional; you can fill out only the fields you choose or none at all.

3. Use the + and – buttons to add and delete rows of course assignment information as necessary.
4. Add information to the Other Assignments section as necessary.
5. Click the TF Contract Total tab.

Contract Status/Content | **TF Contract Courses** | TF Contract Total

Minnie Mouse Person ID: 214237713

Contract Data Find | View All | First | 1 of 1 | Last

CSU Contract Number: 000008157 DeptID: 15100 Eff Date: 08/24/2011 Sequence: 1

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

*Position Nbr: 00000757 English LECTURER AY Bus Unit: SACST
 Department: 15100 English Job Code: 2358 Plan/Grade: 335 / 1
 Term: 2118 Cycle: 1
 Late Start: N Academic Days Paid: Total WTU: 7.00000 Comp Rate: 4143.000000

Course Assignments Customize | Find | 1-2 of 2 | Last

Class Nbr	Subject Area	Catalog Nbr	Description	Section *K / S	K Factor	Units	#Students	WTU
1	12345 ENGL	100	English 1A	1 K				3.000000 + -
2	12346 ENGL	101	English 1B	1 K				3.000000 + -

Other Assignments Customize | Find | 1 of 1 | Last

Assignment Type	Reason Code	Time Source Code	Academic Org/Dept	WTU	Description
1 31				1.000000	Advising + -

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

Contract Status/Content | TF Contract Courses | TF Contract Total

Figure 4: TF Contract Courses tab.

TF Contract Total

You will be taken to the TF Contract Total tab pictured below (Figure 5). This page presents a summary of the information that will appear on the contract.

1. The Print box must be checked (✓) if you want to print the contract.
2. Enter OF1 in the Letter Code box or click the magnifying glass to look up the code.
3. Click the Save button to complete the CSU Contract Data process.

Contract Status/Content | TF Contract Courses | **TF Contract Total**

Minnie Mouse Person ID: 214237713

Contract Data Print View All Page 1 of 1 Close

CSU Contract Number: NEW DeptID: 15100 Eff Date: 08/24/2011 Eff Seq: 1

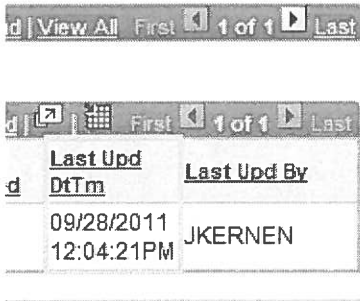
Contract Total Detail Customize Print Page 1 of 1 Close

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTIU	Print	Letter Code	Date Printed	Last Upd BtM	Last Upd By
English LECTURER AY	15100	English	2358	335	1	211B	4143.000000	0.466667	7/15	1933.400	11600.400	7.00000	<input checked="" type="checkbox"/>	OF1			JKERNEN

Contract Status/Content | TF Contract Courses | TF Contract Total

Figure 5: TF Contract Total tab.

4. You will be returned to the TF Contract Total tab.
5. Once the data is saved, the last updated information will display (Figure 6).



The screenshot shows a data table with two columns: 'Last Upd DtTm' and 'Last Upd By'. The first row contains the values '09/28/2011 12:04:21PM' and 'JKERNEN'. The table has a header row and one data row. Above the table is a navigation bar with 'View All', 'First', '1 of 1', and 'Last' buttons.

<u>Last Upd DtTm</u>	<u>Last Upd By</u>
09/28/2011 12:04:21PM	JKERNEN

Figure 6: Last Updated Information.

Summary

The CSU Contract Data component is used to process contract data for temporary faculty. This manual has walked you through the steps for entering contract data by:

- Navigating to the CSU Contract Data page
- Adding a New Value
- Entering Contract Status/Content Information
- Entering TF Contract Courses
- Entering TF Contract Total

For further information on entering CSU Contract Data, please visit the following training page (www.csus.edu/cms/training/training.stm) where you will find interactive online tutorials as well as quick reference cards and additional manuals. For questions, contact the Service Desk at 916-278-7337 or servicedesk@csus.edu.

Glossary

Contract Status/Content Fields

Field	Definition
Name	This field contains the name of the person (POI or employee).
Person ID	A unique employee identification number assigned by the system when personal data is entered.
Contract Number	This field contains the unique contract number for the Temporary Faculty member.
DeptID	This field contains the department number
Effective Date	This field contains the date for the start of the temporary appointment, when the contract becomes or became effective. Effective dated information allows historical and future dated information to be entered and tracked.
Sequence	This field contains the sequence number, which defaults to 0, and should be incremented by 1 to indicate changes in the contract detail on the same effective date.
Contract Status	This field contains the status of the contract. The status should be "inactive" before approval. Departments = Inactive Dean's Office = Active Payroll Office = Approved
Entitlement	This field contains the entitlement information.
Term Expected End Date	This field contains the date that the contract will expire. This is the last day of the semester for a semester appointment or the last day of the academic year for an AY appointment or 3-year appointment.
Reg Region	This field contains the Regulatory Region for the contract. The default of "USA" should be accepted for this field.
Mult-Term End Date	This field contains the last day of a 3-year appointment.
Contract Type	This field contains the type of contract the Temporary Faculty member will be offered.
Position Number	This field contains the position number for which the contract applies. The Business Unit, Department, Job Code and Salary Plan/Grade are all tied to the position number.
Business Unit	This field contains the business unit that is associated with the position number.
Department	This field contains the department associated with the position number.
Job Code	This field contains the job classification of the position number.

CSU Contract Data

Field	Definition
Salary Plan/Grade	This field contains the salary plan and grade associated with the position number entered. The grade defaults to "1" for a new employee. Change the grade if necessary. 1 = Lecturer L 2 = Lecturer A 3 = Lecturer B 4 = Lecturer C 5 = Lecturer D
Term	This field contains the academic term of the contract.
Cycle	This field denotes various teaching cycles within a term.
Comp Rate	This field contains the full-time base pay for the contract.
Late Start?	This field indicates whether the person is starting after the start of the term. Options include L-Late start (starting after the start of the academic term) and N-none (starting at the beginning of the academic year or semester).
Academic Days Paid	This field ungrays when the Late Start value is chosen in the Late Start field. The value recorded in this field should reflect the number of academic days for which the temporary faculty candidate should be paid.
Total WTU	This field contains the total weighted teaching units for temporary faculty members. Weighted teaching units determine the Pay Decimal and Fraction used in calculating the dollar value of the contract. Actual WTU values are based on a numeric percentage based on the number 15.0. For example, 7.5 (half of 15.0) WTUs means the temporary faculty member will be paid half of the total Compensation Rate.
Comments	This field contains any brief comments needed about the contract. These comments will not print on the contract.

TF Contract Courses Fields

Field	Definition
Class Number	This field contains the class number.
Subject Area	This field contains the subject area.
Catalog Number	This field contains the catalog number.
Description	This field contains a description of the course.
Section	This field contains the section number.
Units	This field contains the units associated with the course entered.

Note: The other fields on this page (i.e. K/S, K Factor) will be used in the future when the course catalog becomes part of CMS.

Contract Total Page Fields

Field	Definition
Pay Decimal	This field reflects the accurate FTE for temporary faculty and is used to compute Compensation Rate.
Fraction	This field contains the fractional representation of FTE. This is used in the PPT generation program for generating Time Base for PIMS.
Monthly Rate	This field contains the Monthly Rate, which displays for informational purposes. Multiplying the Comp Rate by the Timebase (fraction) derives this field.
Term Rate	This field contains the Term Rate, which is derived by multiplying the Monthly Rate by the Number of Pay Months. The number of pay months is setup on the Temporary Faculty Term Table page.
Letter Code	This field contains the code to generate a letter.
Date Printed	This field contains the date the contract letter is generated. Once the contract has been printed this field will update automatically.
Last Upd DtTm	This field shows the time the contract was last updated.
Last Upd By	The "Updated by " shows the last user who made a change displaying the userid and the date stamp. The "Update by" userid and date will not be updated if the update was done in 'correction mode'.

Temporary Faculty

Contract Generation (HR 9.0)

Contact Us:

web www.csus.edu/cms/training/training.stm

email cmshelpdesk@csus.edu

phone (916) 278-2670 [CMS Help Desk]

Overview

Once temporary faculty contract data has been added and saved, the contract is ready to be printed. This manual will demonstrate how to:

- Create a Run Control
- Print Temporary Faculty Contracts



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Contract Generation

Navigation

1. Navigate to: CSU Temp Faculty > Sacramento Custom Reports > TF Batch Contract Generation.
2. Click the Add a New Value tab to add a new print run control.

Note: You can also use the Find Existing Value tab to search for an existing run control.

TF Contract Generation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300):

Run Control ID: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

Figure 1: Find an Existing Run Control.

Add Print Run Control

1. Enter a Run Control ID (up to 30 characters, no spaces).
2. Click the Add button.

TF Contract Generation

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 2: Add a print run control.

3. Business Unit should default to SACST.
4. Check the Include Courses box if you would like the courses to print on the contract(s).
5. Select the Run Parameter Type (i.e. Emplid, Department, Job Code, or Term).

Note: If you want to print an individual contract, use the Emplid option to select an individual.

[SAC TF Batch Print](#)

Run Control ID: TF_Contract_Print [Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit: SACST ▼ CSU SACRAMENTO

Include Courses?: SA: N

Run Parameter Type

Employee Department Job Code Term

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Figure 3: Enter Parameters.

Run by EmplID

1. Enter a DeptID in the Department field.
2. Enter an EmplID.
3. Click the + button to insert additional EmplIDs.
4. Scroll down to the bottom of the screen and click the Save button.
5. Click the Run button and continue with the process by switching to the Process Scheduler instructions on page 10.

The screenshot displays the 'SAC TF Batch Print' interface. At the top, there is a tab labeled 'SAC TF Batch Print'. Below the tab, the 'Run Control ID' is set to 'TF_Contract_Print'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Business Unit' is set to 'SACST' (CSU SACRAMENTO). The 'Include Courses?' checkbox is unchecked, and 'SA' is set to 'N'. Below this, there is a 'Run Parameter Type' section with four radio buttons: 'Employee' (selected), 'Department', 'Job Code', and 'Term'. Underneath, there is an 'Employee' table with columns for '*Department', 'Description', '*Empl ID', and 'Name'. The table has one row with a search icon in the '*Department' and '*Empl ID' columns, and '+' and '-' buttons in the 'Name' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Figure 4: Run by EmplID.

Run by Department

1. Enter a DeptID in the Department field.
2. Scroll down to the bottom of the screen and click the Save button.
3. Click the Run button and continue with the process by switching to the Process Scheduler instructions on page 10.

The screenshot displays the 'SAC TF Batch Print' interface. At the top, the title bar reads 'SAC TF Batch Print'. Below it, the 'Run Control ID' is 'TF_Contract_Print', and there are links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. The 'Business Unit' is set to 'SACST' (CSU SACRAMENTO). The 'Include Courses?' checkbox is unchecked, and 'SA' is set to 'N'. The 'Run Parameter Type' section has four radio buttons: 'Employee', 'Department' (which is selected and circled), 'Job Code', and 'Term'. Below this is a 'Department' table with columns for '*Department' and 'Description'. The table contains one row with a search icon in the 'Department' column and '+' and '-' icons in the 'Description' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

SAC TF Batch Print

Run Control ID: TF_Contract_Print Report Manager Process Monitor Run

Business Unit: SACST CSU SACRAMENTO

Include Courses?: SA: N

Run Parameter Type

Employee Department Job Code Term

Department Customize | Find | First 1 of 1 Last

*Department	Description
1	

Save Notify Add Update/Display

Figure 5: Run by Department.

Run by Job Code

1. Enter a DeptID in the Department field.
2. Enter a Job Code.
3. Click the + button to enter additional Job Codes.
4. Scroll down to the bottom of the screen and click the Save button.
5. Click the Run button and continue with the process by switching to the Process Scheduler instructions on page 10.

SAC TF Batch Print

Run Control ID: TF_Contract_Print Report Manager Process Monitor Run

Business Unit: SACST CSU SACRAMENTO

Include Courses?: SA: N

Run Parameter Type

Employee Department Job Code Term

*Department		*Job Code	
Description		Description	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Notify Add Update/Display

Figure 6: Run by Job Code.

Run by Term

1. Enter a DeptID in the Department field.
2. Enter a Term.
3. Scroll down to the bottom of the screen and click the Save button.
4. Click the Run button and continue with the process by switching to the Process Scheduler instructions on page 10.

SAC TF Batch Print

Run Control ID: TF_Contract_Print Report Manager Process Monitor **Run**

Business Unit: SACST CSU SACRAMENTO

Include Courses?: SA: N

Run Parameter Type

Employee Department Job Code Term

Department/Term Customize | Find | View All | First 1 of 1 Last

*Department	Description	*Term
1		

Save **Notify** **Add** **Update/Display**

Figure 7: Run by Term.

Process Scheduler

1. Choose PSUNX from the Server Name dropdown menu.
2. Type and Format should default to Web and PDF. Leave the default data in these fields.
3. Click the OK button.

Process Scheduler Request

User ID: JKERNEN Run Control ID: TF_Contract_Print

Server Name: Run Date: 09/28/2011

Recurrence: Run Time: 1:45:23PM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SAC TF Batch Print	SACHR005	SQR Report	Web	PDF	Distribution

Process Scheduler Request

User ID: JKERNEN Run Control ID: TF_Contract_Print

Server Name: PSUNX Run Date: 09/28/2011

Recurrence: Run Time: 1:45:23PM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SAC TF Batch Print	SACHR005	SQR Report	Web	PDF	Distribution

Figure 8: Process Scheduler.

4. You will be returned to the saved SAC TF Batch Print page with your run parameters and data filled out. (This example shows a print run control being set up by department.)

5. Click the Process Monitor Link.

SAC TF Batch Print

Run Control ID: TF_Contract_Print Report Manager Process Monitor Run

Business Unit: SACST CSU SACRAMENTO

Include Courses?: SA: N

Run Parameter Type

Employee Department Job Code Term

Employee

*Department	Description	*Emp! ID	Name		
1 15100	English	214237713	Minnie Mouse	+	-

Save Return to Search Notify Add Update/Display

Figure 9: Saved SAC TF Batch Print information.

Print Contracts

1. Verify that the Run Status is "Success" and the Distribution Status is "Posted".
2. Click the Refresh button until the Status is Success/Posted.
3. Click the Details link.

Contract Generation

Process List | Server List

View Process Request For

User ID: JKERNEN Type: Last 1 Days

Server: PSUNX Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2308938		SQR Report	SACHR005	JKERNEN	09/28/2011 1:45:23PM PDT	Success	Posted	Details

[Go back to TF Contract Generation](#)

|

Process List | Server List

Figure 10: Process Monitor.

4. Click the View Log/Trace link.

Process Detail

Process

Instance: 2308938 Type: SQR Report
 Name: SACHR005 Description: SAC TF Batch Print
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: TF_Contract_Print Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time	Actions
Request Created On: 09/28/2011 1:47:33PM PDT	Parameters Transfer
Run Anytime After: 09/28/2011 1:45:23PM PDT	Message Log
Began Process At: 09/28/2011 1:47:58PM PDT	Batch Timings
Ended Process At: 09/28/2011 1:48:01PM PDT	View Log/Trace

Figure 11: Process Detail page.

- Open the contract by clicking the name in the File List section that ends in a .PDF extension. Example: sachr005_2126.PDF.

View Log/Trace

Report

Report ID: 75 Process Instance: 2308938 [Message Log](#)
Name: SACHR005 Process Type: SQR Report
Run Status: Success

SAC TF Batch Print

Distribution Details

Distribution Node: HASACTST Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
SQR_SACHR005_2308938.log	1,686	09/28/2011 1:48:01.536229PM PDT
sachr005_2308938.PDF	3,496	09/28/2011 1:48:01.536229PM PDT
sachr005_2308938.out	909	09/28/2011 1:48:01.536229PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	JKERNEN

Figure 12: View Log/Trace page.

6. The contract will automatically open as a PDF. Print the contract on Department or College letterhead.
7. Forward the contract to the Dean for authorization and signature.

Contract Generation

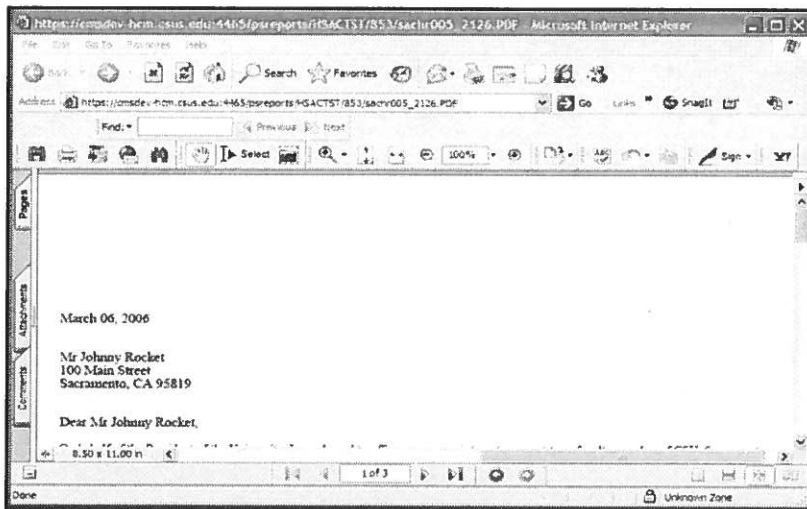
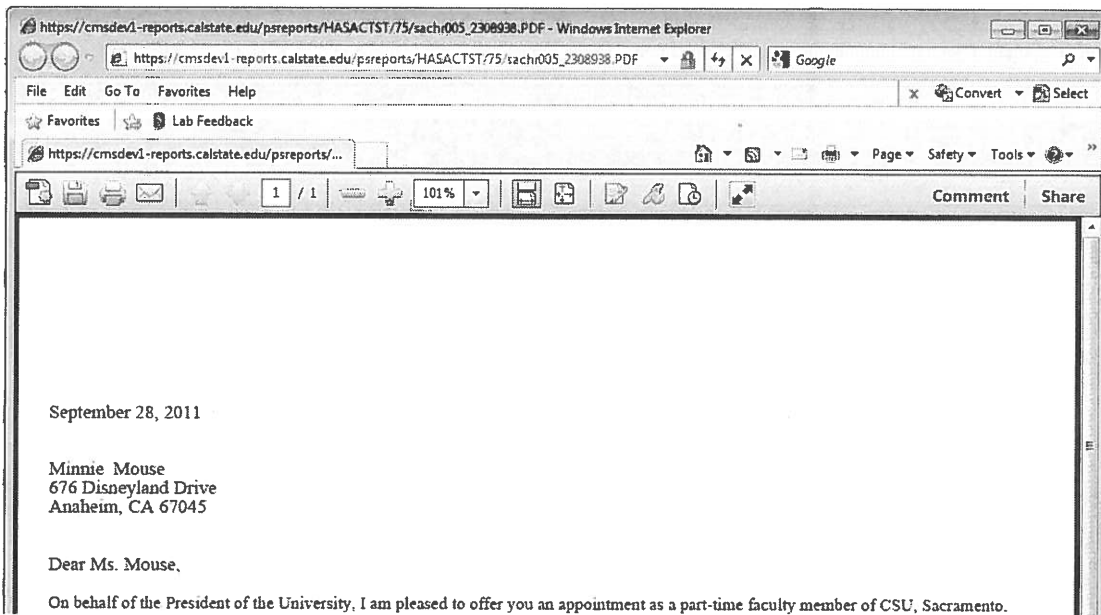


Figure 13: Generated PDF Contract.

Summary

The manual has walked you through the steps for generating temporary faculty contracts and then printing them on your college letterhead.

For further information, please visit the following training page (www.csus.edu/cms/training/training.stm) where you will find interactive online tutorials as well as quick reference cards and additional manuals. For questions, contact the Service Desk at 916-278-7337 or servicedesk@csus.edu.