


Adding a New Employee to the People Directory and Adding a New Position for an Existing Employee

This article covers how to add a new employee to the People Directory/Account Management as well as adding a new position for an existing employee.

Employees need to have an entry in the People Directory in order to obtain the following:

- Email Account
- Campus Portal Access
- Parking Permit
- Campus-Wide ID (CWID)

 Human Resources can also generate a CWID for a new state-side employee, but often this is not available until the employee's first day of work.

What You Need for This Request

You will need the following information on an employee to add them to the People Directory:

- Full Name (First Name, Last Name)
- Social Security Number and/or Campus-Wide ID (CWID)
- Gender
- Position Type (i.e. Full-Time Faculty, Part-Time Staff, Student Employee, etc)
- Department
- Collective Bargaining Unit (For more information, see the [CSU Classification Standards](#). Note that this link will require you to [log in to the CSU employee portal](#).)

- Position Number (this is the campus position number comprised of agency-unit-job code-serial; i.e. 242-xxx-xxxx-xxx for state employees)
- Position Start Date
- Office Location and Work Phone (this can be the main department location/extension)

Why do you need Social Security Number?

There are several ways that Campus-Wide ID (CWID) can be generated for a person, so it can be difficult to figure out if a person already has a Campus-Wide ID. Entering the person's Social Security Number (SSN) is the best way to make sure that a duplicate CWID is not issued for the person as it can impede a person's access to campus resources if more than one CWID exists for them.

Even if an employee gives you their CWID, it can be useful to enter their Social Security Number to double check that the correct CWID is associated with the Social Security Number.

How do I know if an employee is part-time or full-time?

Typically, you will be given the employee's information by an HR analyst in your department/college/division and that person should know whether the employee is part-time or full-time and they should have the position number and bargaining unit information as well.

Staff: usually those with a timebase of 1.0 are full-time and all other time bases are considered part-time. Consult with [Payroll Services](#), [Auxiliary Services Human Resources](#), or [Associated Students Human Resources](#) if you are unclear about the employee's timebase.

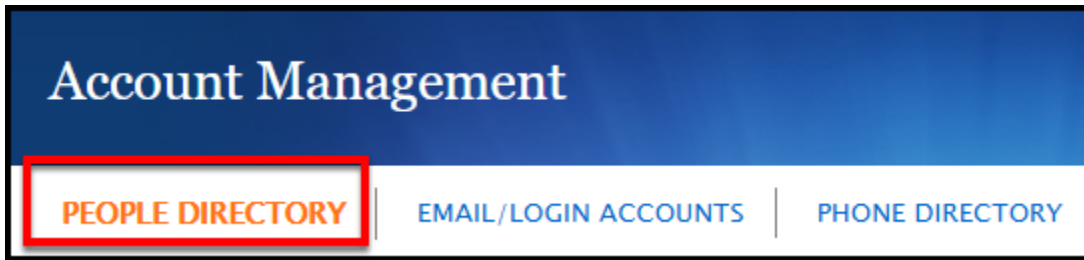
Faculty: it can be complicated to calculate a faculty's timebase, so you may need to contact your department/college/division HR coordinator or [Faculty Affairs & Records](#) to determine if the faculty is full or part time.

1. Log in to the IT Service Request Forms and access Account

Management.

[View more details about accessing Account Management.](#)

2. Click on People Directory.

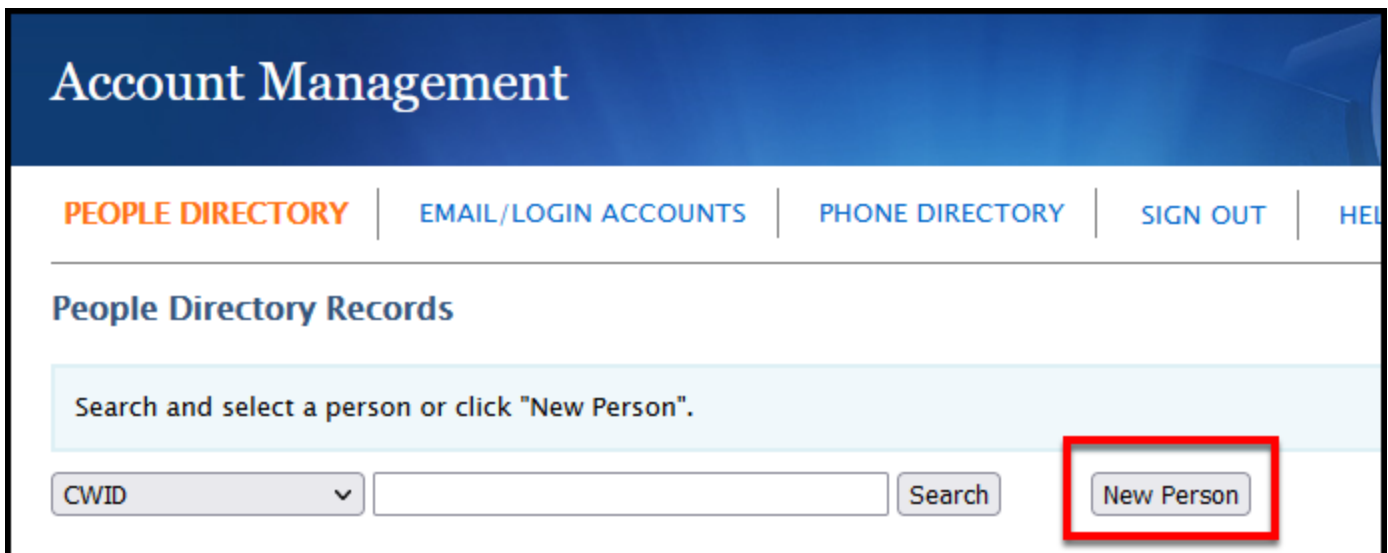


If you are not already on the People Directory screen, click **People Directory**.

What do you want to do?


I want to add a new employee to the People Directory

1. From the People Directory Records screen, click on New Person.



To add a new person, click **New Person**.

2. First, enter the Social Security Number of the employee twice.

 It is VERY important that you put the correct Social Security Number (SSN) for the employee in these fields. Putting in an incorrect number can result in problems accessing campus resources.

[PEOPLE DIRECTORY](#) |
 [EMAIL/LOGIN ACCOUNTS](#) |
 [PHONE DIRECTORY](#) |
 [SIGN OUT](#) |
 [HELP](#)

Add A Person To People Directory

Please enter the information below. Please use the correct Social Security Number to avoid future problems with the account.


* SSN

* Confirm SSN

* First Name

* Last Name

* Date of birth



TIPS

- Most SSNs do not begin with "8." If you are given an SSN that begins with "8," check if this is a CWID by doing a lookup in the People Directory.
- If you did not personally see the Social Security Card of the employee, be sure that you (or the person who gave you the SSN) have verified it with the employee.

3. Next, enter the First Name, Last Name, and Date of Birth for the employee.

[PEOPLE DIRECTORY](#) |
 [EMAIL/LOGIN ACCOUNTS](#) |
 [PHONE DIRECTORY](#) |
 [SIGN OUT](#) |
 [HELP](#)

Add A Person To People Directory

Please enter the information below. Please use the correct Social Security Number to avoid future problems with the account.

* SSN	<input type="text" value="123456789"/>
* Confirm SSN	<input type="text" value="123456789"/>
* First Name	<input type="text" value="Tuffy"/>
* Last Name	<input type="text" value="Titan"/>
* Date of birth	<input type="text" value="01/01/1960"/>

A
B
C

- Enter the First Name and Last Name of the employee. This should be their legal name.
- Enter the employee's Date of birth.
- Then click **Next**.

Was a match found?

Yes, there was a match for the SSN

1. First, check whether the employee's position has already been added (by someone else or automatically through the campus Human Resources system). Click View next to a position to view more details about the position.

People Directory Records

Click "View" next to desired position, in order to proceed with any email requests.

CWID

▼

800484735

Search

New Person

CWID	Last Name	MI	First Name
Select	800484735	ARTHUR	LORI

New Position

People Directory Position	Department	Percentage	Source	Status	
View	Full-Time Staff	IT-Project Management	100.00	CMS	Active

Is the correct position already in the People Directory?

Yes, the correct position exists in the People Directory

You're done! You can now move on to request an email account or other IT assets.

[Requesting an Email Account for a New Employee](#)

[Requesting an Email Account for a New Student Employee \(zz Account\)](#)

No, the position exists but the information is incorrect

You will need to reach out to the appropriate source to update the position information.

If the Source is:

- **CMS:** contact [Payroll Services](#).
- **Auxiliary:** contact [Auxiliary Services Human Resources](#).
- **AS:** contact [Associated Students Human Resources](#).
- **Blank:** contact IDM at idm@fullerton.edu with the correction(s) you want to make to the position information as this means another Department IT Coordinator entered the incorrect information manually.

No, the position does not exist

1. Click New Position to add the position.

People Directory Records

Click "View" next to desired position, in order to proceed with any email requests.

CWID

▼

800484735

Search

New Person

	CWID	Last Name	MI	First Name	
Select	800484735	ARTHUR		LORI	New Position

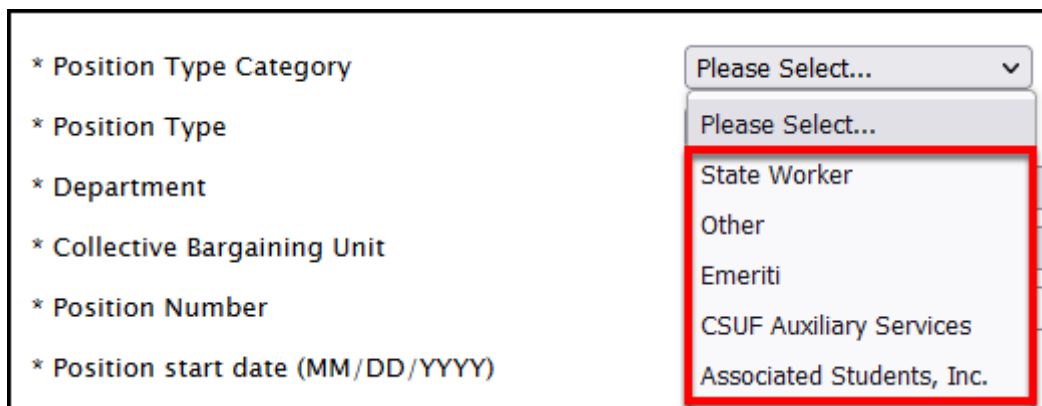
	People Directory Position	Department	Percentage	Source	Status
View	Full-Time Staff	IT-Project Management	100.00	CMS	Active

2. Select the Position Type Category.



Positions for CSUF Auxiliary Services and Associated Students, Inc. are typically added to the People Directory by their respective Human Resources departments. Please contact [Auxiliary Services Human Resources](#)

or [Associated Students Human Resources](#) before entering positions in these categories.



* Position Type Category

* Position Type

* Department

* Collective Bargaining Unit

* Position Number

* Position start date (MM/DD/YYYY)

Please Select... ▼

Please Select...

State Worker

Other

Emeriti

CSUF Auxiliary Services

Associated Students, Inc.

💡 Your options for Position Type will change depending on which Position Type Category you select. Sometimes selecting a Position Type Category and then viewing your Position Type options can help you determine which options to choose.

- **State Worker:** person who is employed through the campus state side Human Resources (HRDI)
- **Other:** person who is (often) not employed by CSUF but is an affiliate such as a volunteer, contractor, or visiting scholar. [View the article on requesting a non-CSUF User account](#) for more details about this Position Type Category.
- **Emeriti:** a faculty or staff member who has been granted [emeritus status](#) by the university
- **CSUF Auxiliary Services:** person who is employed by [CSUF Auxiliary Services](#)
- **Associated Students, Inc:** person who is employed by [Associated Students, Inc.](#)

3. Select the Position Type.

The screenshot displays five examples of the 'Position Type' selection process in the People Directory system. Each example shows a dropdown menu for 'Position Type Category' with a red letter (A-E) indicating the selected category. The dropdown lists various position types for each category.

- A. State Worker**: Lists Full-Time Faculty, Full-Time Staff, Graduate Assistant, Part-Time Faculty, Part-Time Staff, Student Employee, and Teaching Associate.
- B. Other**: Lists Continuing Learning Experience, Contractor, Temporary Appointment, Visiting Scholar, and Volunteer.
- C. Emeriti**: Lists Faculty Emeritus, Management Emeritus, and Staff Emeritus.
- D. CSUF Auxiliary Services**: Lists CSUF Auxiliary Services - Full-Time Faculty, CSUF Auxiliary Services - Full-Time Staff, CSUF Auxiliary Services - Part-Time Faculty, CSUF Auxiliary Services - Part-Time Staff (20), and CSUF Auxiliary Services - Part-Time Staff (30).
- E. Associated Students, Inc.**: Lists AS - Full-Time Staff, AS - Non Student, AS - Part-Time Staff, AS - Student Assistant, AS - Student Leader, and AS - Work Study.

A. State Worker

- Full-Time Faculty
- Full-Time Staff
- Graduate Assistant
- Part-Time Faculty
- Part-Time Staff
- Student Employee
- Teaching Associate

B. Other

- **Continuing Learning Experience:** individuals who are members of the [Osher Lifelong Learning Institute \(OLLI\)](#) and need access to campus resources
- **Contractor:** vendor who has been contracted with the university to perform a task or service and needs access to campus resources to perform those tasks/services. Typically account name will be vendor name (e.g., c-verizon).
- **Temporary Appointment:** individual who has a temporary appointment with a department and needs access to campus resources, but is not in the state Human Resources, ASC HR, or ASI HR databases

- **Visiting Scholar:** international faculty not employed by the university who conduct research, teach, and/or consult with campus faculty members. Also known as [Exchange Visitors](#).
- **Volunteer:** individual who is volunteering their time with a department on campus. Volunteers must be officially designated as such using the appropriate process: [Campus Human Resources Volunteer Program](#), [Auxiliary Services HR Procedures](#) (see Volunteer Guidelines), or [Associated Students HR](#).

C. Emeriti

- Faculty Emeritus
- Management Emeritus
- Staff Emeritus


D. CSUF Auxiliary Services

- CSUF Auxiliary Services - Full-Time Faculty
- CSUF Auxiliary Services - Full-Time Staff
- CSUF Auxiliary Services - Part-Time Faculty
- CSUF Auxiliary Services - Part-Time Staff (20)
- CSUF Auxiliary Services - Part-Time Staff (30)

E. Associated Students, Inc.


- AS - Full-Time Staff
- AS - Non Student
- AS - Part-Time Staff
- AS - Student Assistant
- AS - Student Leader
- AS - Work Study

4. Select the department and collective bargaining unit for the employee's position.

 Don't see a department? Contact idm@fullerton.edu. If you were not originally authorized as a Department IT Coordinator for the department, you will be asked to obtain authorization.


A	* Department	10351 - IT - Enterprise Resource Planning
B	* Collective Bargaining Unit	R09 - Technical


- A. Select the employee's Department. You will only see the department(s) that you are authorized for.
- B. Select the employee's Collective Bargaining Unit. This information should be included with their position information or you can view the [CSU Classification Standards](#). (Note that this link will require you to [log in to the CSU employee portal](#).)

 You can use **U99 - Unrepresented** for non-state employees (Associated Students ASI employees, CSUF Auxiliary Services employees) as well as Student Employees, Contractors, Visitors, and Visiting Scholars.


If the employee is associated with San Jose State University (SJSU), you can use **RSJ - SJSU - Unrepresented**.

5. Enter the campus position number and the position start date.

 Note that if you enter an incorrect or incomplete position number, the information will be overridden by the information in the campus Human Resources system once the employee's job record is exported to the People Directory. However, you will want to make sure that the Department and Position Type are accurate so the People Directory can accurately connect the People Directory position to the Human Resources position.

A	* Position Number	242 - 450 - 1038 - 000
B	* Position start date (MM/DD/YYYY)	01/23/2023 

- A. Enter the employee's Position Number. This is Agency + Unit + Job Code + Serial Number. You should be able to find this information with the position description. You may enter the serial number as 000 as that number may not have been assigned by campus Human Resources yet.
- B. Enter today's date as the position start date. This will allow the employee to access the portal and email as soon as the accounts are generated; if you put a date in the future, the employee will not be able to access the portal until that date. You may not backdate this field.

 For non-state employees, you may enter all zeroes as the position number (i.e., 000-000-0000-000). For state employees, please do NOT enter all zeroes; it may impact the employee's ability to get an appropriate parking permit and IT assets.

6. Enter the Office and Work Phone for the employee.

<p>A</p> <p>B</p>	<p>Office (Example: SGMH-123B)</p> <p>* Work Phone (If no personal extension assigned, please use department general extension)</p>	<p>PLS (Pollak Library South) - 237</p> <p>(657) 278 - 7777</p>
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- A. Enter the Office where the employee will be located. If an office has not been assigned, you can enter the department office.
- B. Enter the Work Phone that the employee is assigned to. If an extension has not been assigned, you can enter the department's main number.

7. Review the information you've entered and then click Continue.


Add A Position To People Directory

Please fill out the information below.

CWID	800000000
First Name	Tuffy
Initials	
Last Name	Titan
Suffix	
Gender	F
* Position Type Category	State Worker
* Position Type	Full-Time Staff
* Department	10351 - IT - Enterprise Resource Planning
* Collective Bargaining Unit	R09 - Technical
* Position Number	242 - 450 - 1038 - 000
* Position start date (MM/DD/YYYY)	01/16/2023
Office (Example: SGMH-123B)	PLS (Pollak Library South) - 237
* Work Phone (If no personal extension assigned, please use department general extension)	(657) 278 - 7777

Continue
Cancel

8. Verify the information you entered is correct. Then click Submit. Or click Back to return to the previous screen.

 You will not be able to edit this information later, so be sure that you have entered everything correctly.

Add A Position To People Directory

Please verify and submit the information below.

CWID	800000000
First Name	Tuffy
Initials	
Last Name	Titan
Suffix	
Gender	F
Position Type	Full-Time Staff
Department	10351 – IT – Enterprise Resource Planning
Collective Bargaining Unit	R09 – Technical
Position Number	242-450-1038-000
Position start date	01/16/2023
Office	PLS-237
Work Phone	(657)278-7777

9. You're done!

No, there was no match found for the SSN

1. Enter the First Name and Last Name of the employee as well as Initials and Suffix (if applicable). Select the appropriate gender.

[PEOPLE DIRECTORY](#)
[EMAIL/LOGIN ACCOUNTS](#)
[PHONE DIRECTORY](#)

Add A Person To People Directory

Please fill out the information below.

SSN	123456789
A * First Name	<input type="text" value="Tuffy"/>
B Initials	<input type="text"/>
C * Last Name	<input type="text" value="Titan"/>
D Suffix (Jr., Sr., II, M.D., etc.)	<input type="text" value="Please Select..."/>
E * Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female

- A. Enter the first name of the employee. This should be their legal first name.
- B. If known, enter the employee's middle initial.
- C. Enter the last name of the employee. This should be their legal last name.
- D. If appropriate, enter the employee's suffix (i.e., Jr, Sr., etc.).
- E. Select the employee's gender.



Unfortunately at this time, there are no additional options for gender identity. However, the gender selected in the People Directory will not override any gender identity information in other campus databases.

2. Select the Position Type Category.



Positions for CSUF Auxiliary Services and Associated Students, Inc. are typically added to the People Directory by their respective Human Resources departments. Please contact [Auxiliary Services Human Resources](#) or [Associated Students Human Resources](#) before entering positions in these categories.

* Position Type Category

* Position Type

* Department

* Collective Bargaining Unit

* Position Number

* Position start date (MM/DD/YYYY)

Please Select... ▼

Please Select...

State Worker

Other

Emeriti

CSUF Auxiliary Services

Associated Students, Inc.



Your options for Position Type will change depending on which Position Type Category you select. Sometimes selecting a Position Type Category and then viewing your Position Type options can help you determine which options to choose.

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3. Select the Position Type.

The screenshot displays five examples of the 'Position Type' selection process in the People Directory system. Each example shows a form with fields for Position Type Category, Position Type, Department, Collective Bargaining Unit, Position Number, Position start date (MM/DD/YYYY), Off Campus Email, and Office (Example: SGMH-1238). A red circle with a letter (A-E) highlights the 'Position Type Category' dropdown menu.

- A. State Worker**: The dropdown menu is open, showing options: Full-Time Faculty, Full-Time Staff, Graduate Assistant, Part-Time Faculty, Part-Time Staff, Student Employee, and Teaching Associate.
- B. Other**: The dropdown menu is open, showing options: Continuing Learning Experience, Contractor, Temporary Appointment, Visiting Scholar, and Volunteer.
- C. Emeriti**: The dropdown menu is open, showing options: Faculty Emeritus, Management Emeritus, and Staff Emeritus.
- D. CSUF Auxiliary Services**: The dropdown menu is open, showing options: CSUF Auxiliary Services - Full-Time Faculty, CSUF Auxiliary Services - Full-Time Staff, CSUF Auxiliary Services - Part-Time Faculty, CSUF Auxiliary Services - Part-Time Staff (20), and CSUF Auxiliary Services - Part-Time Staff (30).
- E. Associated Students, Inc.**: The dropdown menu is open, showing options: AS - Full-Time Staff, AS - Non Student, AS - Part-Time Staff, AS - Student Assistant, AS - Student Leader, and AS - Work Study.

A. State Worker

- Full-Time Faculty
- Full-Time Staff
- Graduate Assistant
- Part-Time Faculty
- Part-Time Staff
- Student Employee
- Teaching Associate

B. Other

- **Continuing Learning Experience:** individuals who are members of the [Osher Lifelong Learning Institute \(OLLI\)](#) and need access to campus resources
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C. Emeriti

- Faculty Emeritus
- Management Emeritus
- Staff Emeritus


D. CSUF Auxiliary Services

- CSUF Auxiliary Services - Full-Time Faculty
- CSUF Auxiliary Services - Full-Time Staff
- CSUF Auxiliary Services - Part-Time Faculty
- CSUF Auxiliary Services - Part-Time Staff (20)
- CSUF Auxiliary Services - Part-Time Staff (30)

E. Associated Students, Inc.


- AS - Full-Time Staff
- AS - Non Student
- AS - Part-Time Staff
- AS - Student Assistant
- AS - Student Leader
- AS - Work Study

4. Select the department and collective bargaining unit for the employee's position.

 Don't see a department? Contact idm@fullerton.edu. If you were not originally authorized as a Department IT Coordinator for the department, you will be asked to obtain authorization.


A	* Department	10351 - IT - Enterprise Resource Planning
B	* Collective Bargaining Unit	R09 - Technical


- A. Select the employee's Department. You will only see the department(s) that you are authorized for.
- B. Select the employee's Collective Bargaining Unit. This information should be included with their position information or you can view the [CSU Classification Standards](#). (Note that this link will require you to [log in to the CSU employee portal](#).)

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If the employee is associated with San Jose State University (SJSU), you can use **RSJ - SJSU - Unrepresented**.

5. Enter the campus position number and the position start date.

 Note that if you enter an incorrect or incomplete position number, the information will be overridden by the information in the campus Human Resources system once the employee's job record is exported to the People Directory. However, you will want to make sure that the Department and Position Type are accurate so the People Directory can accurately connect the People Directory position to the Human Resources position.

A	* Position Number	242 - 450 - 1038 - 000
B	* Position start date (MM/DD/YYYY)	01/23/2023 

- A. Enter the employee's Position Number. This is Agency + Unit + Job Code + Serial Number. You should be able to find this information with the position description. You may enter the serial number as 000 as that number may not have been assigned by campus Human Resources yet.
- B. Enter today's date as the position start date. This will allow the employee to access the portal and email as soon as the accounts are generated; if you put a date in the future, the employee will not be able to access the portal until that date. You may not backdate this field.

 For non-state employees, you may enter all zeroes as the position number (i.e., 000-000-0000-000). For state employees, please do NOT enter all zeroes; it may impact the employee's ability to get an appropriate parking permit and IT assets.

6. Enter the Office and Work Phone for the employee.

A	Off Campus Email	<input type="text"/>
B	* Office (Example: SGMH-123B)	PLS (Pollak Library South) - 237
C	* Work Phone (If no personal extension assigned, please use department general extension)	(657) 278 - 7777

- A. You do not need to enter Off Campus Email when adding a user to the People Directory. You can add it if/when you request an email account for this employee.
- B. Enter the Office where the employee will be located. If an office has not been assigned, you can enter the department office.
- C. Enter the Work Phone that the employee is assigned to. If an extension has not been assigned, you can enter the department's main number.

7. Review the information you've entered and then click Continue.


Add A Person To People Directory

Please fill out the information below.

SSN	123456789
* First Name	Tuffy
Initials	
* Last Name	Titan
Suffix (Jr., Sr., II, M.D., etc.)	Please Select...
* Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Position Type Category	State Worker
* Position Type	Full-Time Staff
* Department	10351 - IT - Enterprise Resource Planning
* Collective Bargaining Unit	U99 - Unrepresented
* Position Number	242 - 450 - 1038 - 000
* Position start date (MM/DD/YYYY)	01/23/2023
Off Campus Email	
* Office (Example: SGMH-123B)	PLS (Pollak Library South) - 237
* Work Phone (If no personal extension assigned, please use department general extension)	(657) 278 - 7777

Continue
Cancel

8. Verify the information you entered is correct. Then click Submit. Or click Back to return to the previous screen.

 You will not be able to edit this information later, so be sure that you have entered everything correctly.

Add A Person To People Directory


Please verify and submit the information below.

SSN	123456789
First Name	Tuffy
Initials	
Last Name	Titan
Suffix	
Gender	Male
Position Type	Full-Time Staff
Department	10351 - IT - Enterprise Resource Planning
Collective Bargaining Unit	U99 - Unrepresented
Position Number	242-450-1038-000
Position start date	01/23/2023
Off Campus Email	
Office	PLS-237
Work Phone	(657)278-7777

9. You're done!

I want to add a new position for an existing employee

1. Enter search criteria to look up the employee's People Directory entry. Then click Search.

 It's highly recommend that you search by CWID to ensure you access the correct employee.

People Directory Records

Click "View" next to desired position, in order to proceed with any email requests.

CWID

▼

800484735

Search

New Person

2. Click New Position to add the position.

People Directory Records

Click "View" next to desired position, in order to proceed with any email requests.

CWID

▼

800484735

Search

New Person

CWID	Last Name	MI	First Name	
Select	800484735	ARTHUR	LORI	New Position

People Directory Position	Department	Percentage	Source	Status	
View	Full-Time Staff	IT-Project Management	100.00	CMS	Active

3. Select the Position Type Category.



Positions for CSUF Auxiliary Services and Associated Students, Inc. are typically added to the People Directory by their respective Human Resources departments. Please contact [Auxiliary Services Human Resources](#) or [Associated Students Human Resources](#) before entering positions in these categories.

* Position Type Category	Please Select... ▼
* Position Type	Please Select...
* Department	State Worker
* Collective Bargaining Unit	Other
* Position Number	Emeriti
* Position start date (MM/DD/YYYY)	CSUF Auxiliary Services
	Associated Students, Inc.

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- **Emeriti:** a faculty or staff member who has been granted [emeritus status](#) by the university
- **CSUF Auxiliary Services:** person who is employed by [CSUF Auxiliary Services](#)
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4. Select the Position Type.

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- A. State Worker:** The dropdown menu shows options: Full-Time Faculty, Full-Time Staff, Graduate Assistant, Part-Time Faculty, Part-Time Staff, Student Employee, and Teaching Associate.
- B. Other:** The dropdown menu shows options: Continuing Learning Experience, Contractor, Temporary Appointment, Visiting Scholar, and Volunteer.
- C. Emeriti:** The dropdown menu shows options: Faculty Emeritus, Management Emeritus, and Staff Emeritus.
- D. CSUF Auxiliary Services:** The dropdown menu shows options: CSUF Auxiliary Services - Full-Time Faculty, CSUF Auxiliary Services - Full-Time Staff, CSUF Auxiliary Services - Part-Time Faculty, CSUF Auxiliary Services - Part-Time Staff (20), and CSUF Auxiliary Services - Part-Time Staff (30).
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A. State Worker

- Full-Time Faculty
- Full-Time Staff
- Graduate Assistant
- Part-Time Faculty
- Part-Time Staff
- Student Employee
- Teaching Associate

B. Other

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- **Contractor:** vendor who has been contracted with the university to perform a task or service and needs access to campus resources to perform those tasks/services. Typically account name will be vendor name (e.g., c-verizon).
- **Temporary Appointment:** individual who has a temporary appointment with a department and needs access to campus resources, but is not in the state Human Resources, ASC HR, or ASI HR databases

- **Visiting Scholar:** international faculty not employed by the university who conduct research, teach, and/or consult with campus faculty members. Also known as [Exchange Visitors](#).
- **Volunteer:** individual who is volunteering their time with a department on campus. Volunteers must be officially designated as such using the appropriate process: [Campus Human Resources Volunteer Program](#), [Auxiliary Services HR Procedures](#) (see Volunteer Guidelines), or [Associated Students HR](#).

C. Emeriti

- Faculty Emeritus
- Management Emeritus
- Staff Emeritus


D. CSUF Auxiliary Services

- CSUF Auxiliary Services - Full-Time Faculty
- CSUF Auxiliary Services - Full-Time Staff
- CSUF Auxiliary Services - Part-Time Faculty
- CSUF Auxiliary Services - Part-Time Staff (20)
- CSUF Auxiliary Services - Part-Time Staff (30)

E. Associated Students, Inc.


- AS - Full-Time Staff
- AS - Non Student
- AS - Part-Time Staff
- AS - Student Assistant
- AS - Student Leader
- AS - Work Study

5. Select the department and collective bargaining unit for the employee's position.

 Don't see a department? Contact idsm@fullerton.edu. If you were not originally authorized as a Department IT Coordinator for the department, you will be asked to obtain authorization.


A	* Department	10351 - IT - Enterprise Resource Planning
B	* Collective Bargaining Unit	R09 - Technical


- A. Select the employee's Department. You will only see the department(s) that you are authorized for.
- B. Select the employee's Collective Bargaining Unit. This information should be included with their position information or you can view the [CSU Classification Standards](#). (Note that this link will require you to [log in to the CSU employee portal](#).)

 You can use **U99 - Unrepresented** for non-state employees (Associated Students ASI employees, CSUF Auxiliary Services employees) as well as Student Employees, Contractors, Visitors, and Visiting Scholars.


If the employee is associated with San Jose State University (SJSU), you can use **RSJ - SJSU - Unrepresented**.

6. Enter the campus position number and the position start date.

 Note that if you enter an incorrect or incomplete position number, the information will be overridden by the information in the campus Human Resources system once the employee's job record is exported to the People Directory. However, you will want to make sure that the Department and Position Type are accurate so the People Directory can accurately connect the People Directory position to the Human Resources position.

A	* Position Number	242 - 450 - 1038 - 000
B	* Position start date (MM/DD/YYYY)	01/23/2023 

- A. Enter the employee's Position Number. This is Agency + Unit + Job Code + Serial Number. You should be able to find this information with the position description. You may enter the serial number as 000 as that number may not have been assigned by campus Human Resources yet.
- B. Enter today's date as the position start date. This will allow the employee to access the portal and email as soon as the accounts are generated; if you put a date in the future, the employee will not be able to access the portal until that date. You may not backdate this field.

 For non-state employees, you may enter all zeroes as the position number (i.e., 000-000-0000-000). For state employees, please do NOT enter all zeroes; it may impact the employee's ability to get an appropriate parking permit and IT assets.

7. Enter the Office and Work Phone for the employee.

<div style="background-color: red; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 5px;">A</div>	Office (Example: SGMH-123B)	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">PLS (Pollak Library South)</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">237</div>
<div style="background-color: red; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 5px;">B</div>	* Work Phone (If no personal extension assigned, please use department general extension)	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">(657)</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">278</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">- 7777</div>

- A. Enter the Office where the employee will be located. If an office has not been assigned, you can enter the department office.
- B. Enter the Work Phone that the employee is assigned to. If an extension has not been assigned, you can enter the department's main number.

8. Review the information you've entered and then click Continue.


Add A Position To People Directory

Please fill out the information below.

CWID	800000000
First Name	Tuffy
Initials	
Last Name	Titan
Suffix	
Gender	F
* Position Type Category	State Worker
* Position Type	Full-Time Staff
* Department	10351 - IT - Enterprise Resource Planning
* Collective Bargaining Unit	R09 - Technical
* Position Number	242 - 450 - 1038 - 000
* Position start date (MM/DD/YYYY)	01/16/2023
Office (Example: SGMH-123B)	PLS (Pollak Library South) - 237
* Work Phone (If no personal extension assigned, please use department general extension)	(657) 278 - 7777

Continue
Cancel

9. Verify the information you entered is correct. Then click Submit. Or click Back to return to the previous screen.

 You will not be able to edit this information later, so be sure that you have entered everything correctly.

Add A Position To People Directory

Please verify and submit the information below.

CWID	800000000
First Name	Tuffy
Initials	
Last Name	Titan
Suffix	
Gender	F
Position Type	Full-Time Staff
Department	10351 – IT – Enterprise Resource Planning
Collective Bargaining Unit	R09 – Technical
Position Number	242-450-1038-000
Position start date	01/16/2023
Office	PLS-237
Work Phone	(657)278-7777

10. You're done!

Need More Help?

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.