

## Part time Faculty Appointment Letter Quick Guide

The PTF Query **NRHR\_PTF\_APPT\_LETTER** is used to gather information needed to complete the Part-time Faculty Appointment Letter Mail Merge. This query is based on the data keyed in the Part Time Faculty module or from PARs submitted, and can be downloaded to Excel.

### **Query Navigation**

Begin by logging in to the myNorthridge portal. Locate the myNorthridge Menu Pagelet and click on the following links:

#### SOLAR HR > SOLAR HR Application > Reporting Tools > Query Viewer

On the Query Manager page enter query name "NRHR\_PTF\_APPT\_LETTER" and click Search.

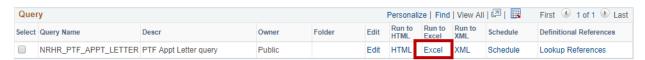
#### **Query Viewer**

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



## **Download Query Results**

Locate the desired query and click on the Excel option.



Enter for prompted information, and click OK.

- ✓ **Date Greater Than** is a required field. Enter any date earlier than the Effective Date of the appointment. Ex. Semester begins 8/23/17 enter 8/22/17.
- ✓ **Union Code** is optional. Enter <u>R03</u> for Lecturer's or <u>R11</u> for Teaching Associates & Graduate Assistants.
- ✓ Emplid is optional. Enter Employee ID of a specific employee.



A new window will display, opening Excel and displaying results of the query. Sort and Save Information as needed.

Note: If your browser has the pop-up blocker feature enabled, either disable it or press the control key while the new window opens.

# **Audit Report**

Review report for discrepancies before merging to Appointment Letter. Ex. Begin & End Date, Dur, Rate.. Proceed to upload to Mail Merge document