

## 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.

\*Search By  begins with

[Advanced Search](#)

### Download Query Results

Locate the desired query and click on the Excel option.

Query				Personalize	Find	View All	1 of 1	First	Last	
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	NRHR_PTF_APPT_LETTER	PTF Appt Letter query	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

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 R03 for Lecturer’s or R11 for Teaching Associates & Graduate Assistants.
- ✓ **EmplID** is optional. Enter Employee ID of a specific employee.

**NRHR\_PTF\_APPT\_LETTER**

Date Greater Than (Required):

Union Code (Optional):

EmplID (Optional):

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*