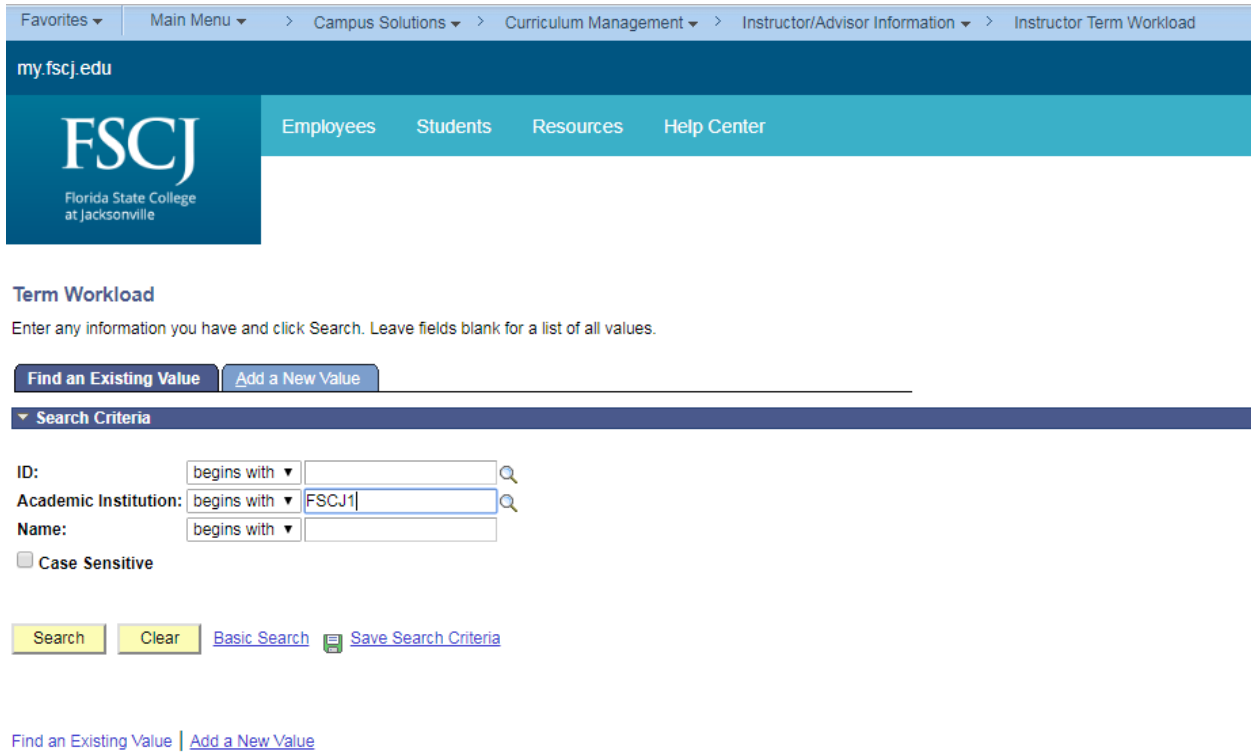
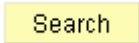


For faculty that have banked hours from the previous academic year or those that have release time, you will need to enter the information on the term workload page.

Step	Action
1.	<p>Begin by navigating to the Term Workload page.</p> <p>Click the Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload link.</p>



The screenshot shows the 'my.fscj.edu' website with the following navigation path: Favorites > Main Menu > Campus Solutions > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload. The page title is 'Term Workload' and it includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below is a 'Search Criteria' section with three input fields: 'ID:' (dropdown: begins with), 'Academic Institution:' (dropdown: begins with, value: FSCJ1), and 'Name:' (dropdown: begins with). There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer link shows 'Find an Existing Value | Add a New Value'.

Step	Action
2.	Enter into the Academic Institution field " FSCJ1 ".
3.	Enter either the ID for the faculty or the last name of the faculty if you do not have the ID.
4.	<p>Click the Search button.</p> 

Term Workload

Workload Definition

Academic Institution: FSCJ1 FSCJ1 Total Term FTE%: 100.00

Term: 2182 Spring 2018

Instructor Assignment Class: INSTR Instructor Assignment

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

Term Workload

Workload Definition

Academic Institution: FSCJ1 FSCJ1 Total Term FTE%: 140.00

Term: 2178 Fall 2017

Instructor Assignment Class: INSTR Instructor Assignment

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

Description	Subject	Catalog Nbr	Section	Class Nbr	Contb Sects ID	Course ID	Assign Type	Fulltime Hours	Work Load	App Load	Assignment FTE %	Empl Rcd#	Pay Group	Empl Class	Instructor Payline	Print Contract	Session	Full/Part	Job Code	Job Title	HR Status	Org Relation
BUSINESS LAW & ETHIC	BUL	3130	6	2375		104695	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - C	F	5005	Professor Level 3	A	EMP	
BUSINESS LAW & ETHIC	BUL	3130	2	2233		104695	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - A	F	5005	Professor Level 3	A	EMP	
BUSINESS LAW & ETHIC	BUL	3130	4	2238		104695	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - C	F	5005	Professor Level 3	A	EMP	
EMPLOYMENT LAW	MAN	4402	1	6447		113576	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - C	F	5005	Professor Level 3	A	EMP	
Carryover Bank from 2016							Bank Hr		3.00	✓	20.00	0 Q	180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP
TAKE BANK							Take Ba	15.00	3.00	✓	20.00	0 Q	180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP
Release Bus Spkr Series							Release	15.00	3.00	✓	20.00	0 Q	180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP
Release Union Pres							Release	15.00	3.00	✓	20.00	0 Q	180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP

Term Workload

Workload Definition

Academic Institution: FSCJ1 FSCJ1 Total Term FTE%: 140.00


Term: 2178 Fall 2017

Instructor Assignment Class: INSTR Instructor Assignment

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

Description	Subject	Catalog Nbr	Section	Class Nbr	Contb Sects ID	Course ID	Assign Type	Fulltime Hours	Work Load	App Load	Assignment FTE %	Empl Rcd#	Pay Group	Empl Class	Instructor Payline	Print Contract	Session	Full/Part	Job Code	Job Title	HR Status	Org Relation
BUSINESS LAW & ETHIC	BUL	3130	6	2375		104695	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - C	F	5005	Professor Level 3	A	EMP	
BUSINESS LAW & ETHIC	BUL	3130	2	2233		104695	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - A	F	5005	Professor Level 3	A	EMP	
BUSINESS LAW & ETHIC	BUL	3130	4	2238		104695	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - C	F	5005	Professor Level 3	A	EMP	
EMPLOYMENT LAW	MAN	4402	1	6447		113576	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - C	F	5005	Professor Level 3	A	EMP	
Carryover Bank from 2016							Bank Hr		3.00	✓	20.00	0 Q	180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP
TAKE BANK							Take Ba	15.00	3.00	✓	20.00	0 Q	180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP
Release Bus Spkr Series							Release	15.00	3.00	✓	20.00	0 Q	180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP
Release Union Pres							Release	15.00	3.00	✓	20.00	0 Q	180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP

- The current term will be the default page that opens. Use the arrow on the top right of the page to move to the appropriate page.
- Use the "+" at the bottom right of the page to add an additional line to add the banked hours or release time.
- For banked hours, enter "Carryover Bank from 2016-17" in the description field. Select "Bank Hrs" in the assignment type field. Finally enter the amount of workload units in the workload field.
- Add an additional to line to enter the "take bank" hours. In the description, enter "take bank". Select "take bank" assignment type. Lastly enter the amount of workload units that were carried over, MUST match the previous line.
- Click the Save button.
 

Term Workload

ID: ██████████

Workload Definition End | View All First 1 of 2 Last

Academic Institution: FSCJ1 FSCJ1 Total Term FTE %

Term: 2182 Q Spring 2018

Instructor Assignment Class: INSTR Q Instructor Assignment

Calculate Workload: Assigned FTE %:

Limit Workload: Instructor Multiplier %:

Job Code	Description	Subject	Catalog Nbr	Section	Class Nbr	Comb. Sects ID	Course ID	Assgn. Type	Fulltime Hours	Work Load	Ass Load	Assignment FTE %	Empl Rct Off	Pay Group	Empl Class	Instructor Payline	Print Contract	Session	Full/Part	Job Code	Job Title	HR Status	Org. Relation
	BUSINESS LAW & ETHIC	BUL	3130	2	3442		104695	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - C	F	5005	Professor Level 3	A	EMP	
	MANAGING LABOR RELTN	MAN	4401	1	3824		113575	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - A	F	5005	Professor Level 3	A	EMP	
	EMPLOYMENT LAW	MAN	4402	1	3826		113576	FT Fac Reg	15.00	3.00	✓	20.00	0 180	D01	Instructor Payline	Print Contract	Seven Week - C	F	5005	Professor Level 3	A	EMP	
	Release Bus Sprn Series							Release	15.00	3.00	✓	20.00	0 Q 180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP	
	Release Union Pres							Release	15.00	3.00	✓	20.00	0 Q 180	D01	Instructor Payline	Print Contract		F	5005	Professor Level 3	A	EMP	

Consolidated Contract

Save Return to Search Notify Add

10.	If you need to enter release time, repeat steps from banked hours.
11.	Be sure to enter time on correct term, use the arrows on the top right of the page to move to the correct term.
12.	Click the Save button. 