

## Initial Assignment Types

- Dual Enrollment – Non pay –
  - Select DE empl rec
  - Select “Dual Enrol” assignment type
  - This is the assignment type for on ground (high school campus) DE classes.
  - DE assignment type (logic, never pay).
  - HS campus, never pay
  
- Dual Enrollment – Online – should always pay
  - Select WLU empl rcd
  - Select “WLU ADJ” assignment type
  - Select correct pay code, more than likely “WA”
  - DE assignment that will pay, pay code is required to pay
    - WA – PBCWLU NONCERT AP/PSV/AD
    - WB – PBCWLU CERT AP/PSV/AD/XL / FTF Retirees
    - 71 – IND STUDY NONCERT AP/PSV/AD
    - 72 – IND STUDY CERT/XL / FTF Retirees
  
- Staff – Non-pay
  - Fulltime empl rcd
  - Select “StaffNoPay” assignment type
  - No pay code
  
- Staff – Pay (*Exempt Employees Only*)
  - ADJ empl rcd
  - Select “Staff Pay” assignment type
  - Select correct pay code
    - WA – PBCWLU NONCERT AP/PSV/AD
    - WB – PBCWLU CERT AP/PSV/AD/XL / FTF Retirees
    - 71 – IND STUDY NONCERT AP/PSV/AD
    - 72 – IND STUDY CERT/XL / FTF Retirees
  - Pay code is required to pay
  
- WLU Adjunct
  - Select WLU empl rcd
  - Select “WLU ADJ” assignment type
  - Select correct pay code
    - WA – PBCWLU NONCERT AP/PSV/AD
    - WB – PBCWLU CERT AP/PSV/AD/XL / FTF Retirees
    - 71 – IND STUDY NONCERT AP/PSV/AD
    - 72 – IND STUDY CERT/XL / FTF Retirees
  - Pay code is required to pay

- CLOCK (PSAV) WLU Adjunct
  - Select WLU empl rcd
  - Select “WLU ADJ” assignment type
  - Select correct pay code
    - WJ – PBCWLU NEW ADJUNCT PSAV (*New Instructor-\$672.00 per wlu*)
    - WK – PBCWLU PSAV NON CERT PSAV (*Record of Instructor-Must have taught one or more courses in previous academic year-\$862.00 per wlu*)
    - WL – PBCWLU PSAV CERT (*Record of Instructor-Must be on Cert Listing and have taught one or more courses in previous academic year-\$880.00 per wlu*) / FTF Retirees
    - 71 – IND STUDY NONCERT AP/PSV (*New Instructors/Co-Ops/Internships & Practicums*)
    - 73 – IND STUDY NON CERT PSAV / FTF Retirees (*Record of Instructor-Must have taught one or more courses in previous academic year/Co-Ops/Internships & Practicums*)
    - 74 – IND STUDY CERT PSAV (*Record of Instructor-Must be on Cert Listing and have taught one or more courses in previous academic year/Co-Ops/Internships & Practicums*)
  - Pay code is required to pay
  
- TC Adjunct
  - Select correct TC Empl Rcd
    - CWE TC Adjunct / CWE TC FT/RPT– MARKET RATES (Hourly rates will vary)
    - Adult TC Adjunct (DC EAP/ESOL Literacy)
      - ADULT STUDIES - \$26.88 per hour
      - CERT ADULT STUDIES TC RATE - \$27.60 per hour
      - SUBSTITUTION RATE ONLY - \$37.00 per hour
    - PRIVATE MUSIC LESSON \$39.00 per hour
    - PSV TC Adjunct / A&P TC Adjunct – (EMS/Funeral Services/Dental/Cosmetology)
      - CREDIT TC - \$42.89 per hour
      - CERT CREDIT / FTF RETIREES - \$44.04 per hour
      - SUBSTITUTION TC RATE ONLY - \$37.00 per hour
    - PSAV (CLOCK) TC Adjunct – (Criminal Justice/Fire Science/EMS/FS/COS/Dental)
      - CLOCK (PSAV) TC - \$22.40 per hour (*New Instructor*)
      - CLOCK (PSAV) TC - \$28.73 per hour (*Record of Instructor-Must have taught one or more courses in previous academic year*)
      - CLOCK (PSAV) TC - \$29.33 per hour (*On Cert Listing / FTF Retiree*)
      - SUBSTITUTION TC RATE ONLY - \$37.00 per hour
  - Select “TC ADJ” assignment type
  - Load Factor .0001
  - No Work Load is Needed for TC Adjuncts
  - No pay code

- FTF Load
  - Select Professor empl rec
  - Select “FT Fac Reg” assignment type
  - No pay code
  
- FTF Extra Teaching Term
  - Select PROFESSOR empl rec
  - Select “Xtra Term” assignment type
  - No pay code
  
- FTF Extra Load
  - Select XL/ADJ WLU FT FACULTY (if not available) select PROFESSOR empl rec
  - Select “Extra load” assignment type
  - Select pay code “WB”
  - Pay code is required to pay
  
- FTF Overload – Not an Exception
  - Select Professor empl rec
  - Select “Overload” assignment type – Only if the OL is the value of the course
  - Select pay code “OL”
  - Pay code is required to pay
  - Click “Save”
  
- FTF Overload – Exceptions (Portion of the load to be paid)
  - Change the load value, on the FTF assignment type (less the OL amount)
  - Add another line, for the OL to be paid
  - Select Professor empl rec
  - Select “Overload” assignment type
  - Add the WLU amount of OL to be paid
  - Select pay code “OL”
  - Pay code is required to pay
  - Click “Save”
  
- FTF Bank Time
  - Select Professor empl rec
  - Select “Bank Hrs” assignment type

\* All schedulers need to check and verify enrollment and WLUs for pay purposes before assigning pay codes. Once a pay code is assigned, the contract becomes available for the course administrator to approve.

### **Running a class with low enrollment as an Independent Study (IS)**

When the decision is made to run the class as an independent study, due to low enrollment the following steps should be followed.

- WLU Adjunct
  - Go to the “basic data” tab
  - Add attribute “I1”
  - Click “save”
  - Go to “Meetings” tab
  - Assign appropriate pay code (7 series pay code)
  - Click “save”
  
- FT Faculty
  - Go to the “basic data” tab
  - Add attribute “I1”
  - Click “save”
  - Go to “Meetings” tab
  - Manually calculate workload unit ( $.07 \times \text{course WLU} \times \text{number of enrollments}$ )
  - Enter that value into “Work Load”
  - Click “save”

For those courses that are assigned .01 as the Course WLU. You must go to the College catalog and determine the appropriate WLU. The standard formula is ( $.07 \times \text{Course WLU} \times \text{number of enrollments}$ )

- Manually enter that value into “Work Load”
- Click “save”

### Adding to Bank, Applying Bank, and Release Time

The following processes should be entered on the Instructor Term Workload page: (CS-CM-I/AI-ITW)

- Carrying over Banked hours from last year
  - Go to the fall term by using the arrow
  - Add line on **fall** workload page
  - Type in Description “carryover bank from 2016-17”
  - Select assignment type “Bank Hours”
  - Enter correct WLUs that were carried over from prior year
  - Click “save”
  
- Applying banked hours from prior year and applying to fall term
  - Go to the fall term by using the arrow
  - Add line on **fall** workload page
  - Type Description “Take Bank from 2016-17”
  - Select the WLUs that were carried over from last year to apply to faculty workload
  - Click “save”
  
- Applying Release Time
  - Go to appropriate term by using the arrow
  - Add line to the **appropriate term** page
  - Enter description for Release Time
  - Enter correct WLUs for release time
  - Click “save”

Below is a list of miscellaneous items:

- Missing empl records
  - Send credentialing certifications to Mark Lynn
  - Certification must include hourly rate for TC empl rcd additions