



ADDING A NON-CLASSROOM ASSIGNMENT

BUSINESS PROCESS: *FACULTY ASSIGNMENTS*



MODULE: *CURRICULUM MANAGEMENT*

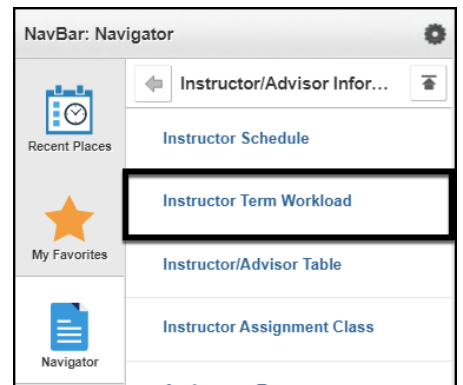
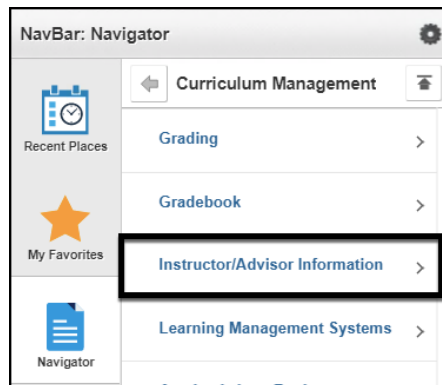
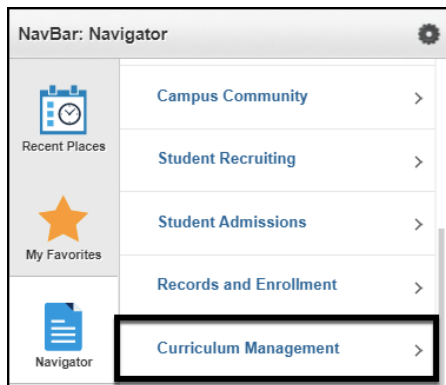
PREREQUISITES

Must have scheduling security in Campus Solutions.

INSTRUCTIONS

This Job Aid will go over the process necessary to assign faculty to a non-classroom assignment.

STEP	Instructions
1)	Click on the Compass icon  and then click on the Navigator icon  to navigate to: Campus Solutions > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload





STEP	Instructions
2)	<p>Use the Find an Existing Value tab if the instructor has past assignments with SDCCD. Use Add a New Value if the instructor does not have past assignments with SDCCD.</p> <p>Note: If the instructor has had assignments in the past, their name will appear in the search results.</p> <ol style="list-style-type: none">1 You can use the Employee ID or the Name fields to search for the faculty member.2 Click the Search button.3 Click on the Instructor's name.

Term Workload

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

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

1

2

Search by **Employee ID or Name (last,first)**

ID begins with []

Academic Institution begins with [SDCCD]

Name begins with [Feldman,Isabella]

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results


View All | First | 1 of 1 | Last

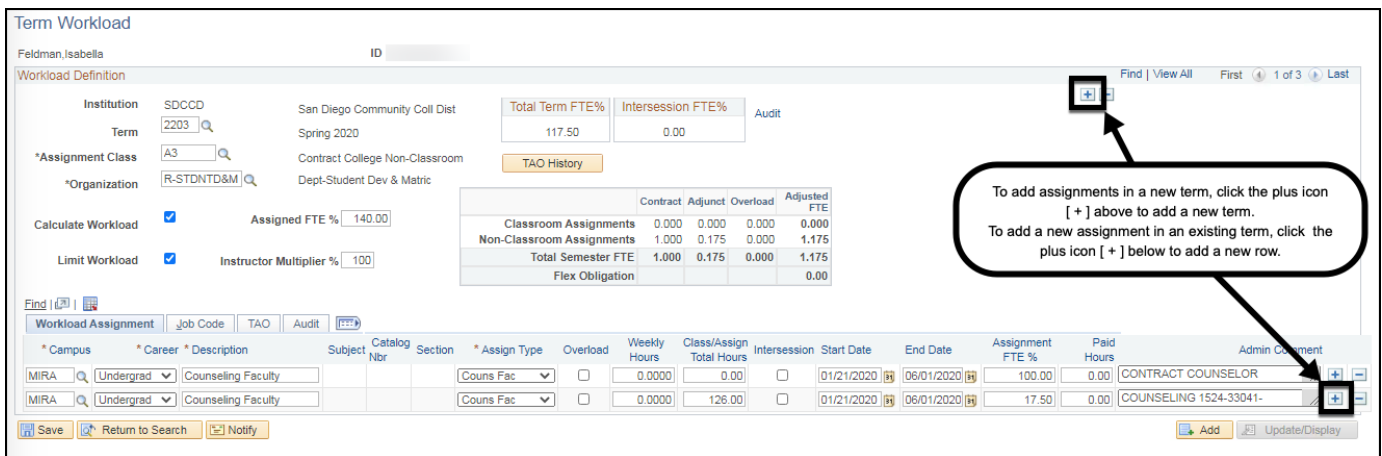
ID	Academic Institution Name
SDCCD	Feldman,Isabella

3

[Find an Existing Value](#) | [Add a New Value](#)



STEP	Instructions
3)	<p>You will be directed to the most recent term for which the instructor had assignments. Determine if you will be adding a new assignment to an existing term, or adding an assignment to a new term.</p> <p>Click the appropriate plus icon  .</p>



Term Workload
Feldman, Isabella ID [redacted]

Workload Definition

Institution: SDCCD San Diego Community Coll Dist
 Term: 2203 Spring 2020
 *Assignment Class: A3 Contract College Non-Classroom
 *Organization: R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE % 140.00
 Limit Workload Instructor Multiplier % 100

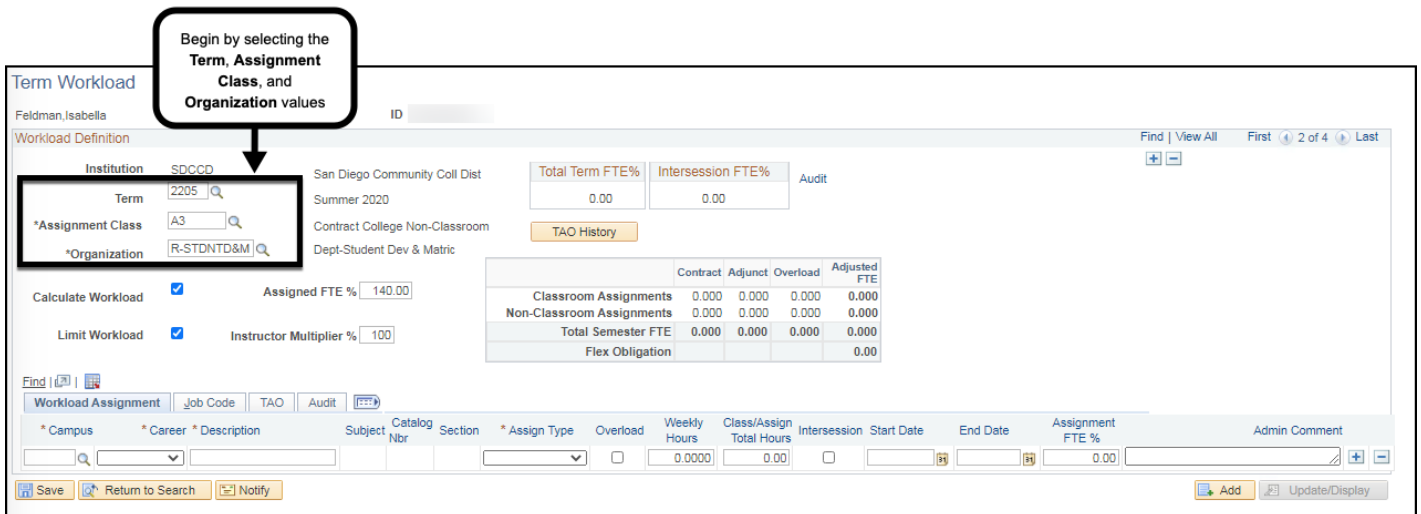
	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	1.000	0.175	0.000	1.175
Total Semester FTE	1.000	0.175	0.000	1.175
Flex Obligation				0.00

Workload Assignment Table:

* Campus	* Career	* Description	Subject	Catalog Nbr	Section	* Assign Type	Overload	Weekly Hours	Class/Assign Total Hours	Interession	Start Date	End Date	Assignment FTE %	Paid Hours	Admin Comment
MIRA	Undergrad	Counseling Faculty				Couns Fac	<input type="checkbox"/>	0.0000	0.00	<input type="checkbox"/>	01/21/2020	06/01/2020	100.00	0.00	CONTRACT COUNSELOR
MIRA	Undergrad	Counseling Faculty				Couns Fac	<input type="checkbox"/>	0.0000	126.00	<input type="checkbox"/>	01/21/2020	06/01/2020	17.50	0.00	COUNSELING 1524-33041-

Callout Box: To add assignments in a new term, click the plus icon [+] above to add a new term. To add a new assignment in an existing term, click the plus icon [+] below to add a new row.

STEP	Instructions
4)	<p>Enter the Term, Instructor Assignment Class, and Organization values for the instructor.</p> <p>Note: You will not be able to save the page if the above values are missing.</p> <p>The Organization value is required for accurate calculation of an instructor's flex obligation.</p>



Term Workload
Feldman, Isabella ID [redacted]

Workload Definition

Institution: SDCCD San Diego Community Coll Dist
 Term: 2205 Summer 2020
 *Assignment Class: A3 Contract College Non-Classroom
 *Organization: R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE % 140.00
 Limit Workload Instructor Multiplier % 100

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	0.000	0.000	0.000	0.000
Total Semester FTE	0.000	0.000	0.000	0.000
Flex Obligation				0.00

Callout Box: Begin by selecting the Term, Assignment Class, and Organization values



STEP	Instructions
5)	<p>Begin by entering the assignment information from left to right (Numbers ❶ through ❺).</p> <p>The following fields are required:</p> <ul style="list-style-type: none"> • Campus • Career • Assign Type • Start Date • End Date • Assignment FTE % <p>The following fields are optional:</p> <ul style="list-style-type: none"> • Weekly Hours • Assignment Total Hours • Admin Comment

The screenshot shows the 'Term Workload' interface for user Feldman, Isabella. The 'Workload Definition' section includes fields for Institution (SDCCD), Term (2205), *Assignment Class (A3), and *Organization (R-STDNTD&M). A summary table shows FTE percentages for Classroom, Non-Classroom, and Total Semester assignments. The 'Workload Assignment' table at the bottom has five fields highlighted with numbered callouts: ❶ (Campus), ❷ (Career), ❸ (Assign Type), ❹ (Start Date), and ❺ (Assignment FTE %).

STEP	Instructions
6)	<p>After entering the Campus and Career values, select the appropriate Assign(ment) Type. The Description value will default from the selected Assign(ment) Type, but you can edit the Description if necessary.</p> <p>Tip: For a list of Assignment Types, refer to the Instructor Assignment Type Handout.</p>



Term Workload

Feldman, Isabella ID

Workload Definition

Institution: SDCCD San Diego Community Coll Dist
 Term: 2205 Summer 2020
 *Assignment Class: A3 Contract College Non-Classroom
 *Organization: R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE % 140.00
 Limit Workload Instructor Multiplier % 100

Find | View All First 2 of 4 Last

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	0.000	0.000	0.000	0.000
Semester FTE	0.000	0.000	0.000	0.000
Flex Obligation				0.00

Workload Assignment | Job Code | TAO | Audit

*Campus: MIRA *Career: Undergrad *Description: Counseling Faculty

Subject: Catalog Nbr Section: *Assign Type: Couns Fac

Weekly Hours: 0.0000 Class/Assign Total Hours: 0.00

Assignment FTE %: 0.00 Paid Hours: 0.00

Save Return to Search Notify Add Update/Display

The Description value will default into the field once the Assignment Type value has been selected

STEP	Instructions
7)	<p>Enter the values for Weekly Hours and Assign(ment) Total Hours, if necessary.</p> <p>Note: Even though the Weekly Hours and Assign(ment) Total Hours values are optional, it may be helpful to know what the values are.</p>

Term Workload

Feldman, Isabella ID

Workload Definition

Institution: SDCCD San Diego Community Coll Dist
 Term: 2205 Summer 2020
 *Assignment Class: A3 Contract College Non-Classroom
 *Organization: R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE % 140.00
 Limit Workload Instructor Multiplier % 100

Find | View All First 2 of 4 Last

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	0.000	0.000	0.000	0.000
Total Semester FTE	0.000	0.000	0.000	0.000
Flex Obligation				0.00

Workload Assignment | Job Code | TAO | Audit

*Campus: MIRA *Career: Undergrad *Description: Counseling Faculty

Subject: Catalog Nbr Section: *Assign Type: Couns Fac

Weekly Hours: 32.0000 Class/Assign Total Hours: 0.00

Assignment FTE %: 0.00 Paid Hours: 0.00

Save Return to Search Notify Add Update/Display

The Weekly Hours and Assign(ment) Total Hours are optional values



STEP	Instructions
8)	<p>Enter the assignment Start Date and End Date.</p> <p>Note: The assignment Start Date cannot be scheduled before the Employee Rcd Nbr/Job Code Effective Date used on the Adjunct/Overload Personnel Assignment Sheet (AOPASS).</p> <p>Tip: If you do not see an Employee Record Number and Job Code combination you expected to see, check the assignment Start Date or consult with your Business Office.</p>

The screenshot shows the 'Term Workload' interface for user Feldman, Isabella. The 'Workload Definition' section includes fields for Institution (SDCCD), Term (2205), Assignment Class (A3), and Organization (R-STDNTD&M). A table shows FTE percentages for Classroom, Non-Classroom, and Total Semester assignments, all currently at 0.00. The 'Workload Assignment' table below shows an entry for 'Couns Fac' with a weekly hour of 32.0000 and dates 06/03/2020 to 08/11/2020. A callout box with arrows points to the 'Start Date' and 'End Date' fields, containing the text: 'Select the assignment Start and End Dates by typing them into the field or using the calendar feature'. A calendar pop-up is visible, showing August 2020.

STEP	Instructions
9)	<p>Enter the Assignment FTE % and if necessary, enter an Admin Comment.</p> <p>Tip: The assignment FTE % field is formatted as a percent. If the assignment FTE is 0.600, the Assignment FTE % is 60.00 (multiply by 100).</p> <p>Note: The Admin Comment should not contain commas (,) because the Alpha List is a comma separated (CSV) file. Commas in the Admin Comment field will shift the columns on the Alpha List.</p>



Term Workload

Feldman,Isabella ID

Workload Definition Find | View All First 2 of 4 Last

Institution SDCCD San Diego Community Coll Dist Total Term FTE% 60.00 Intercession FTE% 0.00 Audit

Term 2205 Summer 2020

*Assignment Class A3 Contract College Non-Classroom TAO History

*Organization R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE % 140.00

Limit Workload Instructor Multiplier % 100

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	0.600	0.000	0.000	0.600
Total Semester FTE	0.600	0.000	0.000	0.600
Flex Obligation				0.00

Find | [?] | [x]

Workload Assignment Job Code TAO Audit [PDF]

* Campus	* Career	* Description	Subject	Catalog Nbr	Section	* Assign Type	Overload	Weekly Hours	Class/Assign Total Hours	Intercession	Start Date	End Date	Assignment FTE %	Paid Hours	Admin Comment
MIRA	Undergrad	Counseling Faculty				Couns Fac	<input type="checkbox"/>	32.0000	0.00	<input type="checkbox"/>	06/03/2020	08/11/2020	60.00	0.00	Sample Comment

Save Return to Search Notify Add Update/Display

STEP	Instructions
10)	<p>Click on the Job Code Tab. Use the Empl(oyee) Rcd # Look Up Menu to select the appropriate Empl Rcd # and Job Code combination for the assignment.</p> <p>Tip: If the instructor is hired by multiple campuses, you can use the Department ID to discern which Empl Rcd #/Job Code combination you should use.</p> <ul style="list-style-type: none"> Dept IDs beginning with: 1 for City, 2 for Mesa, 3 for Miramar, 4 for Continuing Education, and 7 for District Office. <p>Note: If you are unsure of which Empl Rcd #/Job Code to use or do not see a specific combination, consult your Business Office.</p>

Term Workload

Feldman,Isabella ID

Workload Definition Find | View All First 2 of 4 Last

Institution SDCCD San Diego Community Coll Dist Total Term FTE% 60.00 Intercession FTE% 0.00 Audit

Term 2205 Summer 2020

*Assignment Class A3 Contract College Non-Classroom TAO History

*Organization R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE % 140.00

Limit Workload Instructor Multiplier % 100

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	0.600	0.000	0.000	0.600
Total Semester FTE	0.600	0.000	0.000	0.600
Flex Obligation				0.00

Find | [?] | [x]

Workload Assignment Job Code TAO Audit [PDF]

* Campus	* Career	* Description	Subject	Catalog Nbr	Section	* Assign Type	Overload	Weekly Hours	Class/Assign Total Hours	Intercession	Start Date	End Date	Assignment FTE %	Paid Hours	Admin Comment
MIRA	Undergrad	Counseling Faculty				Couns Fac	<input type="checkbox"/>	32.0000	0.00	<input type="checkbox"/>	06/03/2020	08/11/2020	60.00	0.00	Sample Comment

Save Return to Search Notify Add Update/Display



Term Workload

Feldman, Isabella ID

Workload Definition Find | View All First 2 of 4 Last

Institution: SDCCD San Diego Community Coll Dist Total Term FTE%: 60.00 Intersession FTE%: 0.00 Audit

Term: 2205 Summer 2020

*Assignment Class: A3 Contract College Non-Classroom TAO History

*Organization: R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE %: 140.00

Limit Workload Instructor Multiplier %: 100

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	0.600	0.000	0.000	0.600
Total Semester FTE	0.600	0.000	0.000	0.600
Flex Obligation				0.00

Find | |

Workload Assignment **Job Code** TAO Audit

* Campus: MIRA * Career: Undergrad * Description: Counseling Faculty Subject: Catalog Nbr: Section: * Assign Type: Couns Fac Overload: Session:

Empl Rcd# Job Code
 A1101

Save Return to Search Notify Add Update/Display

Term Workload

Feldman, Isabella

Workload Definition Find | View All First 2 of 4 Last

Institution: SDCCD San Diego Community Coll Dist

Term: 2205 Summer 2020

*Assignment Class: A3 Contract College Non-Classroom

*Organization: R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE %: 140.00

Limit Workload Instructor Multiplier %: 100

Find | |

Workload Assignment **Job Code** TAO

* Campus: MIRA * Career: Undergrad * Description: Counseling Faculty Subject: Catalog Nbr: Section: * Assign Type: Couns Fac Overload: Session:

Empl Rcd# Job Code
 A1101

Look Up Empl Rcd#

Empl ID:

Empl Rcd Nbr:

Department ID: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-7 of 7 Last

Empl Rcd Nbr	Department ID	Description	Job Code	Job Title	Employee Status
0	34261	Accounting	A1101	Accounting	Active
1	33045	EOPS	A6592	EOPS	Work Break
2	33030	Counseling	A6592	Counseling	Work Break
3	33030	Counseling	A6347	Counseling	Active
4	33030	Counseling	A6700	Counseling	Work Break
5	44350	Career Technical Education (CT)	B5120	Career Technical Education (CT)	Active
6	34221	Auto Technology	A5121	Auto Technology	Active

Select the appropriate Emp(loyee) Rcd # and Job Code combination for the assignment

Empl Rcd# Job Code
 A1101

Add Update/Display

STEP	Instructions
11)	After selecting the Empl Rcd # and Job Code, click the Save button. Tip: Once the assignment is saved, you can see the audit information on the Audit Tab .



Term Workload

Feldman,Isabella ID

Workload Definition Find | View All First 2 of 4 Last

Institution SDCCD San Diego Community Coll Dist Total Term FTE% 60.00 Interession FTE% 0.00 Audit

Term 2205 Summer 2020

*Assignment Class A3 Contract College Non-Classroom TAO History

*Organization R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE % 140.00

Limit Workload Instructor Multiplier % 100

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	0.000	0.600	0.000	0.600
Total Semester FTE	0.000	0.600	0.000	0.600
Flex Obligation				0.00

Find | [Print] | [Refresh]

Workload Assignment Job Code TAO Audit [PDF]

* Campus * Career * Description Subject Catalog Nbr Section * Assign Type Overload Session

MIRA Undergrad Counseling Faculty Couns Fac

Empl Rcd# Job Code 2 A6592

Save Return to Search Notify Add Update/Display

Term Workload

Feldman,Isabella ID

Workload Definition Find | View All First 2 of 4 Last

Institution SDCCD San Diego Community Coll Dist Total Term FTE% 60.00 Interession FTE% 0.00 Audit

Term 2205 Summer 2020

*Assignment Class A3 Contract College Non-Classroom TAO History

*Organization R-STDNTD&M Dept-Student Dev & Matric

Calculate Workload Assigned FTE % 140.00

Limit Workload Instructor Multiplier % 100

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.000	0.000	0.000
Non-Classroom Assignments	0.000	0.600	0.000	0.600
Total Semester FTE	0.000	0.600	0.000	0.600
Flex Obligation				0.00

Find | [Print] | [Refresh]

Workload Assignment Job Code TAO Audit [PDF]

* Campus * Career * Description Subject Catalog Nbr Section * Assign Type Overload

MIRA Undergrad Counseling Faculty Couns Fac

Created By Created On Updated By Last Update Date/Time FTE Sent FTE Date Sent ADDL Sent ADDL Date Sent

Margarita Murray 06/22/2020 12:09:55AM Margarita Murray 06/22/2020 12:13:57AM

Save Return to Search Notify Add Update/Display

STEP	Instructions
12)	End of Job Aid.