



# ACCEPTING TENTATIVE ASSIGNMENT OFFERS (TAO) ON BEHALF OF FACULTY


BUSINESS PROCESS: *FACULTY ASSIGNMENT ACCEPTANCE*

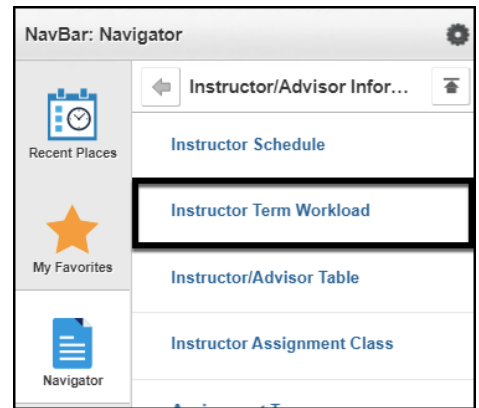
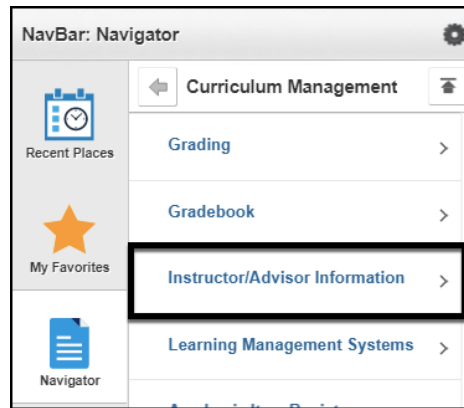
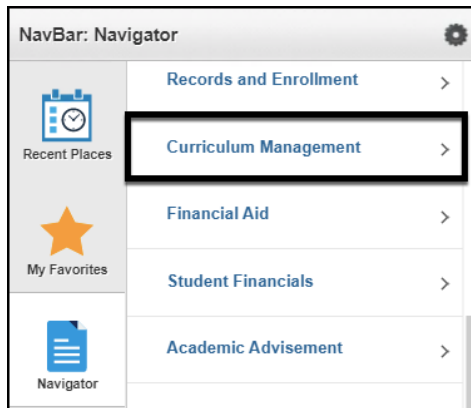
## PREREQUISITES

Have security access to accept assignments on behalf of faculty.

## INSTRUCTIONS

This Job Aid will go over the process to accept TAOs on behalf of faculty.

STEP	Instructions
1)	<p>Log into your <a href="#">mySDCCD portal</a> by entering your <b>User ID</b> and <b>Password</b>. Click the <b>Sign In</b> button.</p> <p>Use the <b>Navigator button</b>  to navigate to the <b>Instructor Term Workload Page</b>.</p> <p><b>Navigation:</b> Campus Solutions &gt; Curriculum Management &gt; Instructor/Advisor Information &gt; Instructor Term Workload</p>





STEP	Instructions
2)	On the <b>Term Workload Search Page</b> , search for the instructor by Employee ID or Name.  Note: The format for the Name field is last,first (no space in between the last and first names).

**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

ID begins with [ ]

Name begins with [ ] Brady,Jan

Academic Institution begins with [ ]

Case Sensitive

Search    Clear    Basic Search    Save Search Criteria

**Enter the instructor's Employee ID number or the instructor's Name**

STEP	Instructions
3)	You will be taken to the most recent term for which the instructor has classroom or non-classroom assignments. If the first term you see is not the term for which you need to accept assignments, use the <b>1 Find Feature</b> to find a different term. If first term you see is the correct term, click on the <b>2 TAO tab</b> .

**Term Workload**  
Brady,Jan    ID [ ]

Workload Definition

Institution: SDCCD    San Diego Community Coll Dist    Total Term FTE%: 69.40    Intercession FTE%: 0.00    Audit

Term: 2207    Fall 2020

\*Assignment Class: A5    Adjunct College Classroom

\*Organization: M-MATHEMAT    Dept-Mathematics

Calculate Workload     Assigned FTE %: 70.00    **2**    TAO History

Limit Workload     Instructor Multiplier %: 100

Contract    Adjunct    Overload    Adjusted FTE

Classroom Assignments	0.000	0.644	0.000	0.644
Non-Classroom Assignments	0.000	0.050	0.000	0.050
Total Semester FTE	0.000	0.694	0.000	0.694
Flex Obligation				0.00

TAO Mass Actions: Clear All    Accept All

TAO Comment

**1**    Use the Find feature if you are looking for a different term

Find    View All    First    1 of 2    Last

Workload Assignment    Job Code    TAO    **2**    Click on the TAO Tab

* Campus	* Career	* Description	Subject	Catalog Nbr	Section	Class Nbr	* Assign Type	Overload	Weekly Hours	Class/Assign Total Hours	Intercession	Start Date	End Date	Assignment FTE %	Paid Hours	Admin Comment
MIRA	Undergrad	Intro to Linear Algebra	MATH	254	8001	45895	Lecture		0.0000	54.00		08/17/2020	12/14/2020	20.00	54.00	
MIRA	Undergrad	Intro to Linear Algebra	MATH	254	8002	45896	Lecture		0.0000	54.00		08/17/2020	10/10/2020	20.00	54.00	
MESA	Undergrad	Calculus/Analytic Geometry	MATH	150	2004	42681	Sub-Short		0.0000	86.40		08/17/2020	09/17/2020	0.00	0.00	Timesheet = 24.17 Hours
MESA	Undergrad	Calculus/Analytic Geometry	MATH	150	2004	42681	Sub-Long		0.0000	86.40		09/21/2020	12/14/2020	24.40	65.83	
MESA	Undergrad	AFT Representative					AFT Rep	<input type="checkbox"/>	32.0000	0.00	<input type="checkbox"/>	08/17/2020	12/14/2020	5.00	0.00	GL: 1010_30400-601000-4002



STEP	Instructions
4)	<p>If you are accepting all assignments for a term, use the <b>1 TAO Mass Actions box</b> to accept all assignments. If you enter a comment in the TAO Comment box (as part of TAO Mass Actions), the comment you enter will populate on all assignments you are accepting.</p> <p>If you are accepting an individual assignments use <b>2 the Offer/Accept dropdown menu</b> on the row for the specific assignment you want to accept. Enter any comments in the TAO Comment box on the assignment row.</p> <p>Note: The Accept All button will accept any assignments which do not already have a response saved. The Clear All button will clear all faculty responses and TAO comments from all assignments.</p>

The screenshot shows the 'Term Workload' interface. At the top, there are filters for Institution (SDCCD), Term (2207), and Assignment Class (A5). A 'TAO Mass Actions' box is highlighted with a circled '1', containing 'Clear All' and 'Accept All' buttons and a 'TAO Comment' field. Below this, a table lists assignments with columns for Campus, Career, Description, Subject, Catalog Nbr, Section, Class Nbr, Assign Type, and Overload. The 'Offer/Accept' column is highlighted with a circled '2', showing dropdown menus for each row. A callout box on the right contains the following text:

- 1 - Accept & comment on all assignments at once by using the TAO Mass Actions box or
- 2 - Accept & comment on Assignments individually on each row using the Offer/Accept dropdown menu

STEP	Instructions
5)	<p>Enter any comments and click the <b>1 Accept All</b> button. Click the <b>2 Save</b> button.</p> <p>After selecting and saving a response, that response and corresponding information (date/time of response, person providing the response) will be stored in the TAO tab.</p>

The screenshot shows the 'Term Workload' interface after some actions. The 'TAO Mass Actions' box is highlighted with a circled '1', and the 'Accept All' button is selected. Below the table, the 'Offer/Accept' column is highlighted with a circled '2', showing that all dropdown menus are now set to 'Accept'. The 'Response Date Time' and 'Response By' columns are populated with data. A callout box on the left contains the following text:

- 1 - Accept All button
- 2 - Save button



STEP	Instructions
6)	Optional – if you would like to verify the TAO is complete, click the <b>TAO History</b> button. Note: <b>Tentative assignments without a response will not be processed by Payroll Services.</b>

Term Workload

Brady, Jan ID [redacted]

Workload Definition

Institution: SDCCD San Diego Community Coll Dist

Term: 2207 Fall 2020

\*Assignment Class: AS Adjunct College Classroom

\*Organization: M-MATHEMAT Dept-Mathematics

Calculate Workload  Assigned FTE % 70.00

Limit Workload  Instructor Multiplier % 100

	Term FTE%	Interession FTE%	Audit
	69.40	0.00	

TAO History

	Contract	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.000	0.644	0.000	0.644
Non-Classroom Assignments	0.000	0.050	0.000	0.050
Total Semester FTE	0.000	0.694	0.000	0.694
Flex Obligation				0.00

TAO Mass Actions

Clear All Accept All

TAO Comment

Sample Admin Comment

Find | View All First 1 of 2 Last

Workload Assignment Job Code TAO Audit

* Campus	* Career	* Description	Subject	Catalog Nbr	Section	Class Nbr	* Assign Type	Overload	Offer/Accept	Response Date Time	Response By	TAO Comment
MIRA	Undergrad	Intro to Linear Algebra	MATH	254	8001	45895	Lecture		Accept	06/06/2020 8:13:21PM	Margarita Murray	Sample Admin Comment
MIRA	Undergrad	Intro to Linear Algebra	MATH	254	8002	45896	Lecture		Accept	06/06/2020 8:13:21PM	Margarita Murray	Sample Admin Comment
MESA	Undergrad	Calculus/Analytic Geometry	MATH	150	2004	42681	Sub-Short		Accept	06/06/2020 8:13:21PM	Margarita Murray	Sample Admin Comment
MESA	Undergrad	Calculus/Analytic Geometry	MATH	150	2004	42681	Sub-Long		Accept	06/06/2020 8:13:21PM	Margarita Murray	Sample Admin Comment
MESA	Undergrad	AFT Representative					AFT Rep	<input type="checkbox"/>	Accept	06/06/2020 8:13:21PM	Margarita Murray	Sample Admin Comment

STEP	Instructions
7)	The <b>TAO History</b> Page will open in a new tab on your web browser. Select the most recent date and time to view the most recent TAO which you just accepted. Note: Make sure you enable pop-ups on your browser.

**TAO History**

Jan Brady

Fall 2020

Change Terms

Past eSigned Assignments

- ▶ 6/6/2020 8:17 PM
- ▶ 6/6/2020 7:05 PM
- ▶ 6/2/2020 12:33 PM
- ▶ 6/2/2020 10:52 AM

Select the appropriate date and time



**TAO History**

**Jan Brady**  
Fall 2020

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**Past eSigned Assignments**

06/2020 8:17 PM

Click on the carrot to expand the selection

Click on the **Print** button if you need a paper copy of the TAO

Phone 619/388-1111  
Email

	Adjunct	Overload	Adjusted FTE
Classroom Assignments	0.644	0.000	0.644
Non-Classroom Assignments	0.050	0.000	0.050
<b>Total Semester FTE</b>	<b>0.694</b>	<b>0.000</b>	<b>0.694</b>
		Flex Obligation	0.00

**Classroom Assignments**

**MATH 150-Calculus/Analytic Geometry I**

Accepted 06/06/2020 8:13 PM  
By Margarita Murray

TAO Comment  
Sample Admin Comment

Class Number: **42681 - MESA**

Class Details: 08/17/2020 - 12/14/2020 (16 weeks)  
TR - 11:10 AM - 01:35 PM

Assignment Details: 08/17/2020 - 09/17/2020  
TR - 11:10 AM - 01:35 PM

Location: **ME SAMS420 - Mesa MS-420**

Assignment Type: **Substitute Asgmtnt - Short Term**

Empl Rod: **0**

Job Code: **A5248 - Mathematics Adjunct**

Section FTE: 0.333

Adjusted FTE: **0.000**

Paid Hours: **0.00**

Admin Comments: **Timesheet = 24.17 Hours**

**MATH 150-Calculus/Analytic Geometry I**

Class Number: **42681 - MESA**