



SETTING UP TERM WORKLOAD FOR NON-CLASSROOM ASSIGNMENTS

BUSINESS PROCESS: SETTING UP INSTRUCTOR TERM WORKLOAD FOR NON-CLASSROOM ASSIGNMENTS



MODULE: CURRICULUM MANAGEMENT

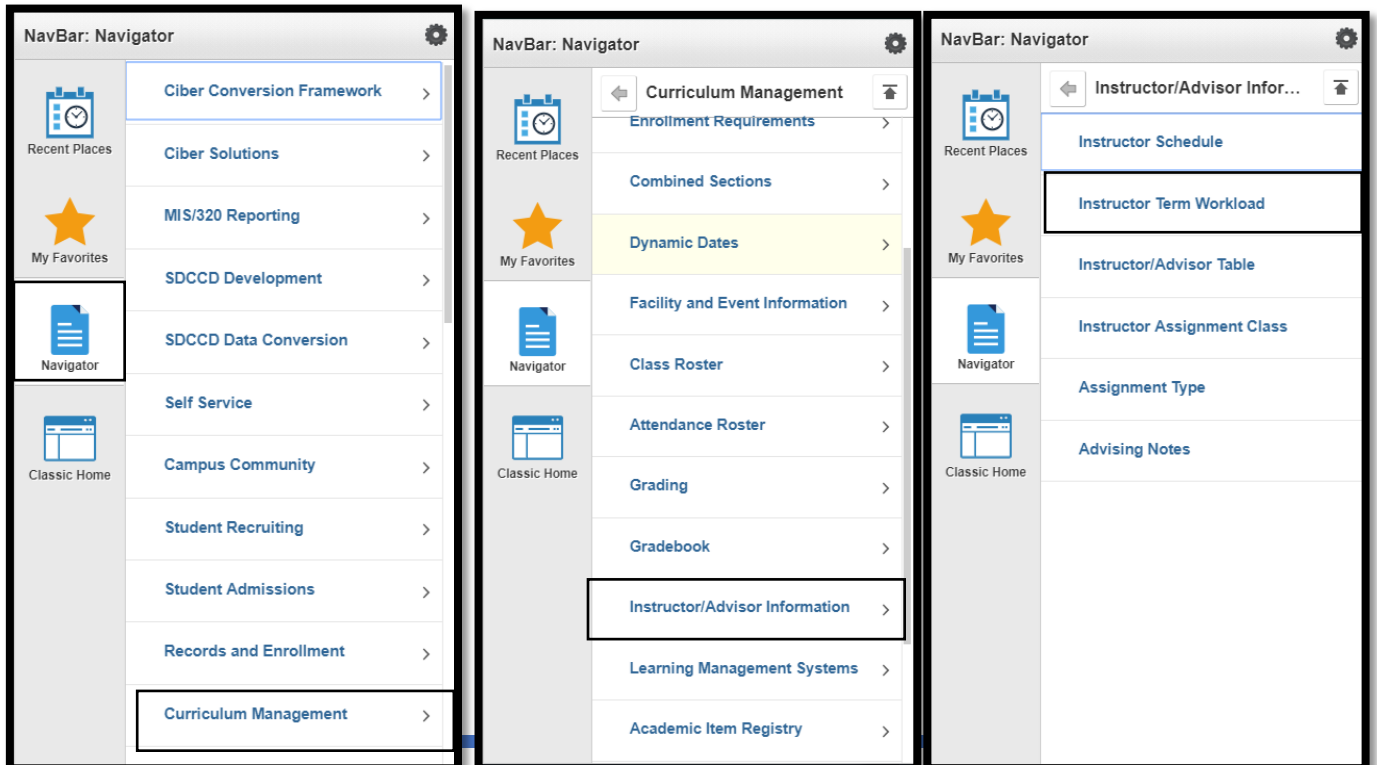
PREREQUISITES

Instructor is active with correct competencies loaded on Instructor/Advisor Table and has classroom assignments.

INSTRUCTIONS

This Job Aid will go over the process of setting up term workload for classroom faculty. Non-Classroom Term Workload setup will be covered in the job aid Adding A Non-Classroom Assignment for an Instructor.

STEP	Instructions
1)	Navigate to Instructor Term Workload . Click on the NavBar icon  . Then click the Navigator Icon  Campus Solutions > Navigator > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload





STEP	Instructions
2)	Type in employee ID in the ID field. If ID is unknown, type in the employee name in the name field. Ensure name is input as last name, first name (with no spaces in between). Click Search . If “No matching values were found” then click on the Add a New Value tab to add instructor.

Term Workload
Enter any information you have and **4. Add a New Value if no results show**

Find an Existing Value **Add a New Value**

Search Criteria

ID begins with

Academic Institution begins with

Name begins with **1. Type in Last Name,First Name (no space)**

Case Sensitive

Search **2. Click Search** Search Criteria

No matching values were found. **3. If no results, click Add a New Value tab**

4. Add a New Value if no results show

STEP	Instructions
3)	Under the Add a New Value tab, if employee ID is unknown, click on the magnifying glass to display the Look Up ID section. You can look up Instructor by Last Name, First Name. Click Look Up to search.

Look Up ID [Help](#)

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Look Up [Basic Lookup](#)

Search Results

View 100

ID	Name	Gender	Date of Birth	Campus ID	Na
<input type="text" value="2282"/>	Sadler,Ryan	Male	04/30/1986	(blank)	61



STEP	Instructions
4)	Click on the Instructor Link. The ID will populate in the ID field on the Term Workload page under Add a New Value tab. Then click Add .

Term Workload

Find an Existing Value | **Add a New Value**

ID: 2282

Academic Institution: SDCCD

Add ←

Find an Existing Value | Add a New Value

STEP	Instructions
5)	<p>The Term Workload page for the instructor will pop up. Under Term, input the correct term to load the instructor assignment.</p> <p>Update the Instructor Assignment Class value. Refer to your Instructor Assignment Class Crosswalk to determine the correct value. Do NOT leave the field as GENERAL.</p> <p>Select the correct Academic Organization for the instructor. The Academic Organization field on Term Workload is used for Flex reporting and should denote the department the faculty member belongs to.</p>

Term Workload

Sadler,Ryan ID: 2282

Workload Definition

Academic Institution: SDCCD San Diego Community Coll Dist

Term: 2195 ← Summer 2019

Instructor Assignment Class: A5 ← College Classroom

Academic Organization: M-ALLIEDHE ←

Total Term FTE%



STEP	Instructions
6)	Under the Workload Assignment tab, begin first by selecting the *Assign Type drop down. Select the correct non-classroom assignment for the instructor. A description will populate in the *Description box. Update it if needed.

STEP	Instructions
7)	Input the correct Campus under the Campus field.

STEP	Instructions
8)	Enter the Start Date and End Date . Input the correct FTE % under Assignment FTE % .

STEP	Instructions
9)	Enter Comments under Comments box. Limit to 100 characters, including spaces. Note: Do NOT use commas for comments, use semicolons. Commas will cause an error in the Faculty Assignment Data Alpha List excel sheet.



STEP	Instructions
10)	<p>Click on the Job Code tab to select the correct Empl Rcd# with appropriate Job Title.</p> <p>Note: Non-classroom assignment job codes normally start with A3 (for Contract Non-Classroom) and A6 (for adjunct/overload non-classroom).</p> <p>If this is the first time the instructor is offered this non-classroom assignment and none of the corresponding employee record numbers, job code or job title fit, then scheduler must submit an ADJUNCT PASS sheet to their business office to create the new job code for the instructor.</p>

Workload Assignment | **Job Code** | Click Job Code Tab

Campus	*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code
MESA	ANHL Attending Vet						1	A6332

Look Up Empl Rcd#

Empl ID: 12282

Empl Rcd Nbr: =

Department ID: begins with

Job Code: begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

List of employee records to select from

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	24220	Veterinary Technician	A5332	Animal Health Tech Adjunct Emp	Emp	Active
0	24220	Veterinary Technician	A5332	Animal Health Tech Adjunct Emp	Emp	Active
1	24210	Dean, Hlth Sci & Public Serv	A6332	Animal Health Tech N/C Adj Emp	Emp	Active
1	24210	Dean, Hlth Sci & Public Serv	A6332	Animal Health Tech N/C Adj Emp	Emp	Active



STEP	Instructions
11)	Once all information is correctly input, click Save to save all the information. Note the Total Term FTE % box will now display a new FTE % amount. End of process.

Term Workload

Sadler,Ryan ID 12282

Workload Definition

Academic Institution SDCCD San Diego Community Coll Dist

Term Summer 2019

Instructor Assignment Class Adjunct College Classroom

Academic Organization

Calculate Workload: Assigned FTE %

Limit Workload: Instructor Multiplier %

Workload Assignment

Campus	Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	* Assign Type	Weekly Hours
MESA	ANHL Attending Vet						Releas	0.0000