Faculty Assignments
SIAASGN

<table>
<thead>
<tr>
<th>CRN</th>
<th>Session</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Session Credit</th>
<th>Institutional Credit</th>
<th>Percentage of Session</th>
<th>Primary Instructor</th>
<th>Override Conflicts</th>
</tr>
</thead>
<tbody>
<tr>
<td>10746</td>
<td>01</td>
<td>MED</td>
<td>5901</td>
<td>0</td>
<td>1.000</td>
<td>1.000</td>
<td>100</td>
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Workload: 100
Percent Responsibility: 100
Weekly Contact: 10.00
Total Contact: 67.50

For each section that should be paid:

1. Change the Contract Type:
   - FO – Faculty Overload ($900 per hour)
   - A1 – Adjunct Level 1 (equal to the overload rate)
   - CE – Pay based on the new Continuing Education model ($900 per credit hour for courses with under 26 students or $35 per student credit hour (credit hours times enrollment) for courses with 26 students and over)
   - A2 through A4 – Adjunct levels as defined by your college
   - GR/G1/G2 – Graduate Rate if different from Overload Rate for your college
   - OL – Online course

2. Select Position Number that Corresponds to Org:
   - Input an 1 followed by your department 5-digit org number
   - If you see a position number that begins with 128, this is a CE org number (CE will put in the position numbers for courses they are paying for)

3. Put in the Suffix Number
   (for the same person using the same position number, each suffix needs to be different)
   - For summer 10, 11, 12 ... ; for fall 20, 21 22 ... ; for spring 30, 31, 33 ...

4. For course schedule types other than lecture (LEC) such as LAB, LEL, INV, and SUP, next to Override Workload put the number of hours that should be multiplied by the rate for the pay.

Notes: Be sure to save before exiting screen.
To go to SSASECT, cursor to CRN and under Options select Term Section Details.
Adjunct Faculty Maintenance
SIAINST

1. Type in W number and select Term. Then click on Next Block.

2. If the maintenance icon is active (little yellow man instead of gray), click on it.

3. Select status.

4. Check Faculty.*

5. Select category of ADJNCT**

6. Select staff type of ADJN (adjunct instructor) or STAF (contract staff employee that also teaches).

7. After making settings indicated above, click on Save.

8. For new adjuncts, after saving changes from previous above, click on Next Block.

9. Add Contract Types as appropriate: A0, A1, A2, A3, A4, CE, OL.

10. Check Default Indicator for A0.

11. Check Home.

12. Select Department.

13. If person teaches for more than one department, list each department but indicate the primary department by checking Home for that department.

14. After making settings indicated above, click on Save.

Note: When activating a new faculty or adjunct, make the Term the current term (in other words the term just prior to when they will be teaching). That way they will have access to the course roles before the semester begins.

** To set someone as inactive, select a status of IN and uncheck the Faculty and/or Advisor boxes. Make sure From Term is after the term they last taught.

Regular contract faculty should be set to Category FAC and Staff Type left blank. Retired faculty who still teach should also be set up as ADJNCT.

Clinical instructors should be set to Category CLINIC and Staff Type NON.

Military, Aerospace and Naval Science faculty should be set to category ROTC and Staff Type INST.

HR will set up new regular faculty hires, but if for some reason you need to add the contract types for a regular faculty member they are: FL with the Default Indicator checked, FO, OL, CE and GR.
### Switching between SIAASGN and SIAINST

**Oracle Developer Forms Runtime - Web:** Open > SIAASGN > SIAECT > SIAASGN

**Faculty Information**
- Faculty Contract Analysis
- Workload Term Rules
- System Data Summary
- Course Labor Distribution

**ID:**
- ID: 10735
- ENGL: 4450

**Workload:**
- **Workload:** 0.00
- **Override Workload:** 0.00
- **Calculated Workload:** 0.00
- **Assignment Type:**

**Percent Responsibility:**
- **Percent Responsibility:** 100
- **Weekly Contact:** 5.33
- **Total Contact:** 31.98
- **Compensation Extracted:**

**Compensation Applied:**
- **Compensation Applied:**

**Course Section**
- **Session Credit:** 3.00
- **Institutional Credit:** 3.00
- **Percentage of Session:** 100

**Primary Instructor**
- **FTE:**
- **Position Number:** 120002
- **Position Number Suffix:** 12

**Override Conflicts**
- **Additional Instructors:**

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**Note:** Once you have switched from one screen to another, use the X to close the screen instead of using the Options to go back. Otherwise, you'll start getting strange error messages.

**Oracle Developer Forms Runtime - Web:** Open > SIAASGN > SIAECT > SIAASGN > SIAINST

**Maintenance**
- **To Term:** 099000

**Type**
- **Faculty Load**
- **Faculty Overload**
- **GR Graduate-level Rate**
- **OL Online Instruction**

**Rule**
- **Default Indicator**
- Default Indicator
- Default Indicator
- Default Indicator

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**Term:** 201210

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**Term:** 201210

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**Term:** 201210
Switching between SIAASGN and SSASECT

Oracle Developer Forms Runtime - Web: Open > SIAASGN - SSASECT - SIAASGN

Term Section Details
- Faculty Information
- Faculty Contract Analysis
- Workload Term Rules
- System Data Summary
- Course Labor Distribution
- Schedule Labor Distribution

CRN: 4420 3.000 3.000
Session Credit
Institutional Credit
Percentage of Session
Primary Instructor
Override Conflicts

Course: 4420
Section: 000
Percent Responsibility: 100
Weekly Contact: 5.33
Total Contact: 31.98
Compensation Extracted: False
Compensation Applied: False
Generated Credits: 0.000
FTE: 0.000
Position Number: 22002
Position Number Suffix: A
Additional Instructors:

Must be an CRN number in SIAASGN

Note: Once you have switched from one screen to another, use the X to close the screen instead of using the Options to go back. Otherwise, you'll start getting strange error messages.

Must be on Instructor block in SSASECT
Using an Alternative Index with Faculty Load and Compensation

1. Specify Contract Type (as per SIAASGN instructions)
2. Type in position number that corresponds with the Org of the alternate index
3. Specify Suffix (as per SIAASGN instructions)
4. Click on Save
5. While Position Number is selected, select Schedule Labor Distribution under Options Menu

Click down to box under COA and put a W
1. Click in box under Index and type in alternate index number
2. Press the Tab Key and the Fund, Organization, and Program will be filled in for you
3. Click in the box under Account and type in 62225
4. Click in the box under Percent and type in 100
5. Click on Save
6. Click on black X
Lynx Self-Service
Faculty Load and Compensation

Filter Selection

- Select desired Term from the drop-down list and select Go. Enter filter criteria to show data selecting filter criteria, select one of the buttons at the bottom of the page to move to the

* - indicates a required field.

Extract Term: * 201120 - Fall 2010  ▼ Go

Part of Term: * All
- All - Full Term

Campus:
- All - SLC - Salt Lake Community College
- SLM - SLCC Meadowbrook Campus

College:
- All - 2 - College of Health Professions
- 3 - College of Arts and Humanities

COA and Organization:
- All - W-1, University
- W-20, Provost

Include Subordinate Organizations: □
Include Non-Instructional Assignment: □
Number of Employees per Page: ▼ 100

Select Term
Leave other selections at All
Change to 100
Click on Subject and Course link to see pay calculation.

After viewing calculation details, click on Employee Summary to go back.

Note at the bottom of the screen if you are given the option for Next or Previous (will only be displayed if you have more than 100 employees or didn't select 100 at the beginning).
To print out Employee Summary, somewhere within the summary click with your right mouse button and then select Print Preview...

On Print Preview, change it to Only the selected frame and 60%

Then click on the Printer