Academic Management Manual

Section E

Instructor Resource Management

Academic Affairs
2015-16

Introduction
Instructor Resource Management

Overview

The Instructor Resource Management system (IRM) is the PantherNet system that allows the user to manage an instructor's activities and assignments, and report assignments for payment. These functions include:

1. Instructor credentials (courses the instructor is qualified to teach)
2. Instructor class schedule
3. Instructor load value (points)
4. Instructor reassignments (release time for full-time instructors)
5. Instructor office hours

Determining faculty load is a complex process that requires the user to have expert level knowledge on classes and class scheduling, and a good working knowledge of account numbers, classes and faculty load.
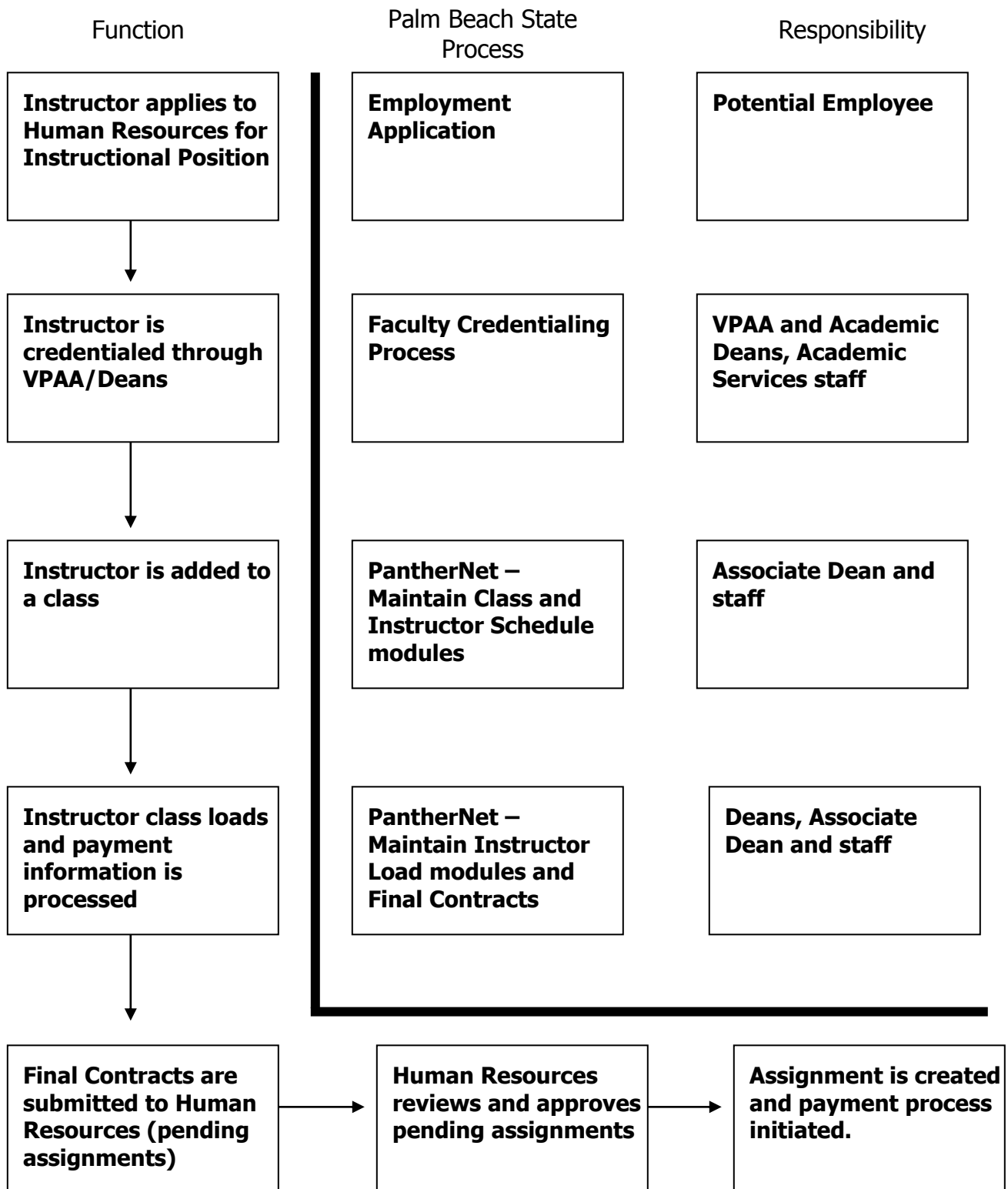
Purpose

The IRM system allows the College to track and maintain this instructor information in the PantherNet system. This is important since IRM interacts with the Human Resource system. Therefore, this information is used to:

1. Create reports that are sent to the state (accurate reporting is vital to state funding)
2. Maintain instructor's hours and schedule
3. Maintain credentialing information for each instructor
4. Satisfy SACS requirements regarding credentialing and instructor hours
5. Be an information source to the College

Process

Before an instructor can be assigned to a class, the instructor must first be credentialed by Palm Beach State College (VPAA and Deans, Associate Deans). The process of credentialing is the institution's guarantee that the instructor has met all the necessary requirements to teach a class. This process differs depending on whether the instructor is teaching a non-credit class, a preparatory class, or a credit class.

PALM BEACH STATE
COLLEGE

Process Diagram for Instructor Resource Management

Function	Palm Beach State Process	Responsibility
Instructor applies to Human Resources for Instructional Position	**Employment Application**	**Potential Employee**
Instructor is credentialed through VPAA/Deans	**Faculty Credentialing Process**	**VPAA and Academic Deans, Academic Services staff**
Instructor is added to a class	**PantherNet – Maintain Class and Instructor Schedule modules**	**Associate Dean and staff**
Instructor class loads and payment information is processed	**PantherNet – Maintain Instructor Load modules and Final Contracts**	**Deans, Associate Dean and staff**
Final Contracts are submitted to Human Resources (pending assignments)	**Human Resources reviews and approves pending assignments**	**Assignment is created and payment process initiated.**

First Steps of IRM - Faculty Credentials and Loading of the Instructor to the Class

(See Section B of this manual (Faculty Credentials) for complete details and credentialing criteria by disciplines.)

The first step in the IRM process is for the potential instructor to apply to the college. Once Human Resources has received the appropriate documentation and/or approval, HR completes the new employee paperwork and enters the instructor into PantherNet's Personnel/Payroll system. If approved by the VPAA and Deans, Academic Services staff is then able to add the instructor to the IRM system and credential him/her for teaching. Only after this process is completed can the instructor be assigned to a class.

When classes are entered into the system and the department wants to assign an instructor to teach a class, the PantherNet system checks to see if the instructor is credentialed to teach the class. If the instructor is properly credentialed, and the class is assigned, the course information is automatically added to the instructor's schedule. Each department is responsible for the accuracy of its instructors' credentials.

After the class assignment is made, it is the responsibility of the department to make any necessary adjustments to the instructor's load (points).

Background Information - The Concept of Instructor Load

The instructor load is referred to as the "FLA" or Faculty Load Assessment. Many different types of assignments make up a faculty load. These include:

1. Classes
2. Department Chair Release Time
3. Non-Department Chair Release Time (i.e., curriculum development)

Faculty may also perform other duties such as Brain Bowl for which they receive compensation but no release or overload points. The IRM system has facilities and screens to capture these types of information. The accurate collection of this information is vital to state reporting which ensures that Palm Beach State receives adequate funding for instructional activities.

Point Assessment of Classes

Palm Beach State adopted the "point" system of faculty load assessment some years ago. In its most basic format each class is assigned points based on the lecture/lab hours that the class meets per week:

- **Each Lecture hour per week earns 3 points**
- **Each Lab hour per week earns 2.25 points**

Examples:

1. A 3 credit hour ENC1101 course meets 3 lecture hours per week:

   3 lecture hours X 3 points per lecture hour = 9 points

2. A 3 credit ART1201C courses meets 2 lecture hours per week and 2 lab hours per week:

   (2 lecture hours X 3 points per lecture hour=6 points) + (2 lab hours X 2.25 points per lecture hour=4.5 points) = 10.5 points

As you can see, there is not necessarily a direct relationship between the number of credits a class has and its assigned points. The course dictionary has all the needed values pre-determined for each course.

For non-credit classes, the value of each contact hour in points is derived from a formula based on the fact that 9 points is equal to 51 hours as a basis. So each contact hour is worth 0.176471 points, using 9/51.

Example:

A PSAV class meets for 67 contact hours.

Points=67*(9/51)=11.82 points

All noncredit classes loaded in the course dictionary have points calculated using this formula.

Full-Time Instructor Contract and Faculty Load

In the current collective bargaining unit agreement, each full-time instructor is employed for 168 days to cover the Fall and Spring terms. A full-load of points for this contract period is 90 points to be in fulfillment of the contract. All teaching that occurs in the Summer term is outside of the collective bargaining agreement.

In many instances though full-time instructors will teach extra classes or take on additional assignments such as department chair or developing new curriculum. These extra classes or assignments would then fall into the "overload" category of points, if the instructor has already met their contractual point amount. Under normal circumstances, all classes taught in the Summer term fall into the overload category as there are outside the contractual period. According to the current bargaining unit agreement, the associate dean and dean at the campus determine and approve the number of overload points that an instructor may have for any given term.

It is the responsibility of the campus academic dean that each and every faculty member fulfill the basic contract of 90 points and that all overload points have been approved by the associate dean and dean.

Part-Time Instructor Load

According to the current Palm Beach State Salary Schedule an adjunct or part-time faculty member may earn the following points (maximum):

111 points as a total of Fall, Spring and Summer, not to exceed a maximum of 37 points in any given term. All exceptions to this rule are approved by Associate Dean, Campus Dean, Provost and Human Resources.

The IRM system has reports that will monitor these totals and persons exceeding these totals will be generated for review.

Account Numbers

To use the IRM system, you must have some basic knowledge of the account number structure that the college uses to track classes and all financial transactions. Sometimes account numbers are referred to as "org numbers".

Each class is assigned an Information Classification Structure (ICS) code, based on the discipline area under which the course falls. This number becomes the basis of the account numbers that are used to create budget positions, expenditure budgets and other financial activity.

Anatomy of an Account Number

We can "disassemble" an account number (sometimes called "org number") into its smaller elements, so that this long number:

11172200172200105200

can be divided into these elements:

1	11722	00	172200	10	52000
Extra Digit	ICS Code	Extra Digits	Qual-1	Campus	GL-Code
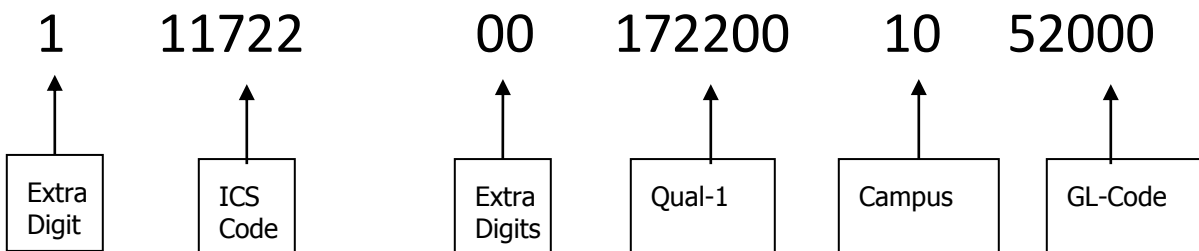
Explanation of Fields:

1. **Extra Digit** – Extra digit '1' is added to the front of each ICS code
2. **ICS Code** – Information Classification Structure code identifies the discipline area.
3. **Extra digits** – Two zeros are added to the end of the ICS code
4. **Qual-1** – This is the sub-area of the discipline. For example, all health programs are under the same ICS, so creating the Qual-1 allows us to separate nursing from dental.
5. **Campus** – Campus identifier as follows 10 – Lake Worth, 20 – Palm Beach Gardens, 30 – Belle Glade, 50 – Boca Raton, 93 - District
6. **GL Code** – The General Ledger Code for an activity. These are state codes from the Accounting Manual that indicate the type of activity. They start with a '5' for personnel (the '500' accounts), and '6' for expenditures which are non-salary (the '600' accounts).

Most Important GL Codes:
- 52000 – Full-Time Faculty
- 52101 – Adjunct Faculty with retirement benefits
- 52100 – Overload for full-time faculty (Aboveful)
- 56000 – Adjunct Faculty without retirement benefits

At a minimum, you should become familiar with the account numbers from areas in which you work. If you would like more detail on the state accounting system, the accounting manual is available on-line at: http://cba.daytonastate.edu/

This information on account numbers is important to understand the budget positions that you will choose from in working through the IRM screens in PantherNet.

BUDGET POSITION CODES
Another important part of the knowledge base of IRM is to understand budget position codes. There are two types of budget positions:

- Individual budget positions
- Pooled budget positions

Each full-time employee and regular part-time employees each have a budget position number that is unique to that person; these are individual budget positions. Other positions where multiple people share the same budget position number are called "pooled positions." Budget positions such as adjunct instructors and full-time faculty overloads are examples of pooled positions.

Budget Positions for Part-Time Faculty and Full-time Faculty Overloads

In most cases, budget positions in the above two cases are a combination of:

- Department code+campus code+ADJ for adjunct positions (no retirement)
- Department code+campus code+ETO for adjunct positions (with retirement)
- Department code+campus code+OVL for full-time faculty overload positions

A further distinction is made for hourly and salary so that:

- Department code+campus code+ADJ+S=Adjunct position (salary)
- Department code+campus code+ADJ+U=Adjunct position (hourly)

- Department code+campus code+ETO+S=Adjunct (retirement) (salary)
- Department code+campus code+ETO+R=Adjunct (retirement) (hourly)

- Department code+campus code+OVL+S=Full-time overload (salary)
- Department code+campus code+OVL+D=Full-time overload (hourly)

The department code above is the **department code** from the **payroll system**. Although in most cases it is the same as the department code on the class record, in some instances they differ.

Some examples:

Psychology adjuncts, Lake Worth, Salary **- PSY1ADJS**
Mathematics overload, Palm Beach Gardens, Salary – **MAT2OVLS**
Mathematics, adjunct (with retirement, Palm Beach Gardens, Hourly – **MAT2ETOR**

You must understand this information in order to select the correct budget position code on the IRM screen, which will be reviewed later in this manual. In the old PAF form process, you were only required to be familiar with the department code.

This presents the base of knowledge you must understand to successfully navigate through the IRM system and submit personnel to be paid for teaching assignments.

USING THE IRM SYSTEM OF PANTHERNET TO ASSIGN FACULTY TO CLASSES

The process of assigning faculty to classes and generating assignments will be presented in two sections:

1. **Full-Time Instructors**
2. **Part-Time Instructors**

You must <u>carefully</u> select which of the following scenarios under which your instructor falls to know which set of instructions to use in this manual. After each scenario below is reviewed, the manual will review information on running final contracts, checking status of pending assignments and other IRM reports that is applicable to both full-time and part-time instructors.

Full-Time Faculty Categories

1. Full-time Faculty teaching in Fall and Spring
2. Full-time Faculty teaching in Summer

Part-Time Faculty Categories

1. Part-time faculty who teach for Palm Beach State, but are not full-time employees of Palm Beach State (part-time faculty without retirement benefits).

2. Part-time faculty who teach for Palm Beach State, but hold regular full-time or part-time employment at Palm Beach State in other than a faculty position OR the person has worked more 2,080 hours at Palm Beach State (part-time faculty with retirement benefits).

3. Full-time non-instructional personnel (i.e. Program Specialists) and PSAV Program Instructors who teach as part of their regular job duties.

Full-Time Instructors

As mentioned previously, during the Fall and Spring Term, faculty must be assigned a point load of 90 points across the contract period (Fall and Spring). Although most faculty work at least 45 points in each term, there are instances where faculty will teach 36 points in one term and 54 in the other, for a total of 90 points.

Determining Class Assignments for Fall and Spring Terms

In using the IRM system, you would follow these steps:

1. Make sure faculty member is credentialed for the class
2. Assign faculty member to the class
3. Determine the faculty load – is the class in-load or overload?
4. Determine the calendar and pay method
5. Run a final contract to create pending assignment to HR

Step 1 – Make sure faculty member is credentialed for the class

If you are not sure if the faculty member has been approved for the course through the credentialing process, you may check the instructor's approved credentials through the PantherNet Maintain Faculty Resources screen (direct path **CU IM IR**).

Figure 1 – Maintain Instructor Resources Screen

```
STC620P1          ***** PBSC Student Information System *****        STC620M1
 Mar 21,05              - Maintain Instructor Resources -             3 more >

 *Action (A,B,C,D,M,N,P)    __  *Instr ID..: 123456789  EXAMPLE,EXAMPLE,L
  EMPLOYEE    APPLICANT        *Calendar..: 2006       ACADEMIC YEAR 2004-05

  Person Status.: F/TIME    H/Degree: DOCTORATE       Comments Exist: N
  Instr Approved: Y              Instr Exp Stat: P P/TIME  *Div/Dept..: DEG_ CPI_
  Approval Date.: 01/01/96       (F=Full,P=Part,B=Both)     CPI
  Appr Modified.: E002073  11/24/04 11:18AM
                               Out  Action  Prm Brws < - Approved by Audit - >
    *Appr Crs   Course Title   Fld  Date    Ins Cls   User      Date     Time
    ----------  -------------- ---  -------- --- ---   ------------------------
  1_ PSY2012___ GENERAL PSYCHOL N  _____  _   _     E002073  11/24/04 11:19AM
 of _____                    _ _____  _   _
  1 _____                    _ _____  _   _
    _____                    _ _____  _   _
    _____                    _ _____  _   _
    _____                    _ _____  _   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Step 2 – Assign Faculty Member to the Class

After ensuring that the faculty member has been credentialed for the class, they may be assigned to the class as is outlined in detail in Section C of this manual. After assigning a faculty member to a class, you may proceed with the steps to produce a "pending assignment", or you

may choose to create the pending assignment at a later date when you are sure that the class is in no danger of being canceled. You may look at this as being completed in the same time frame as was currently used to confirm and report full-time faculty load and PAF forms for adjunct faculty.

**Figure 2 – Assigning a Faculty Member to a Class**

```
STC685P1          ***** PBSC Student Information System *****        STC685M1
 Mar 21,05              - Maintain Class Instructor Sched -             8:18 PM

 *Action (A,D,M,P,R)      M_ Course ID.....: PSY2012    Offered Term.: 20061
 Reference Number....: 075432  Campus/Center.: 1         Section......: 001
 Curr Enrolled.......:         Course Title..: GENERAL PSYCHOLOGY
 Curr Paid...........:         Division/Dept.: DEG  PSY   Class Status.: O
                              *Instr ID......: 123456789 EXAMPLE,EXAMPLE,L
 Total Load Value....: 9.00    Primary Instr.: Y     Number of Instr...: 01
 Std Contact Hours...: 48.00   Org Unit......: 11172000 172000 10 10
 Act Contact Hours...: 58.50   Act Load Value:
 Max Load Cal.......: FULLTIME
 Inload Position....: 3102A         OL Position....:         OL Split:
 Inload Load Factor.:               OL Load Factor.:
 Inload Assgn Seq NO:               OL Assgn Seq No:
 1_ of 1                                                            Assgn
 Schd     Days       Bldg  Room   Beg Tm   End Tm   Beg Date  End Date  Seq
   X    T R          AH    00216  8:00AM  11:45AM  05/10/05  06/21/05
   _
   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit        CLSLD      bkwrd frwrd                     main
```

Step 3 - Determine the faculty load – is the class in-load or overload?

The faculty bargaining unit agreement specifies that each faculty member must teach 90 points during the contract period of fall and spring term. Teaching 90 points means not only classroom teaching, but "release" points that a faculty member is credited with for activities such as department chair, curriculum development or other approved activities. The faculty member's supervisor may have approved that the faculty member teach 36 points (4 classes) in one term and 54 points (6 classes) in the next term which would fulfill the contract. The point is that the two terms combined (fall and spring) must equal 90 points:

Faculty Load Assessment – Full Load is 90 points

Teaching Points	+	Release Points	=	Full Faculty Load (90 points)
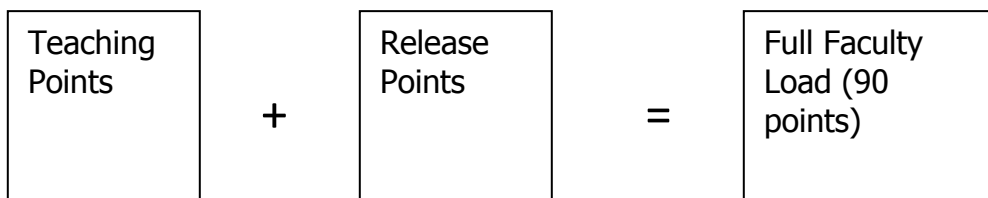
Some full-time faculty teach classes beyond their normal load, or they choose extra assignments such as department chair or developing a new course. In assessing faculty load for the year, if a faculty member is to earn over 90 points between the two terms, these points are termed "overload" points or ABOVEFUL. These points must be differentiated on the PantherNet system as they are paid differently than a faculty member's regular rate of pay and are also paid on an additional assignment separate from their regular assignment.

To accurately determine and assign classes as in-load or overload, you must have all classes assigned to a full-time instructor on the system. The best approach is to process all the classes for one faculty member at a time. In the example below, you would consult with your associate dean on which class below would be the overload class. Please remember that if the faculty member is receiving any release time points (reassignments), these activities WILL NOT be shown on the screen below. Release time assignments are recorded under the screen labeled "reassignments." The most important point here is that the associate dean is responsible for determining which of the classes is overload, based on their knowledge of the faculty member's activities.

Example of an Instructor Class Schedule Screen

```
STC610P1          ***** PBSC Student Information System *****        STC610M1
 Aug  8,05          - Maintain Instructor Class Schedule -          1 more >
 Name............: EXAMPLE EXAMPLE
 Home Phone......: 561 555 1212       Work Phone: 561 555 1212 Ext:
 Contract Status.: REVIEW CONTRACT              APPROVED: Y     DISABLED: Z
                   Camp  Sess  Ref     Begin    End
  Act   Course    Cntr  Code  Num     Time     Time     Days   Bldg  Room  PM S More
  ---  ---------- ----- ----  ------- -------  -------  ------- ----  ------ -- - ----
  ___   MGF1106    1     1     077820   9:30A  10:45A   T R     BA    00210
  ___   MGF1106    1     1     077832  11:00A  12:15P   T R     BA    00207
  ___   MGF1106    1     1     077840  12:30P   1:45P   T R     BA    00207
  ___   MGF1106    1     1     077853   5:00P   7:45P   T       AH    00216
  ___   STA2023    1     1     077384   8:00A   9:15A   T R     BA    00207
  ___   STA2023    1     1     077511   6:30P   9:15P     R     BA    00207
                        *** End of Data ***
```

To access the **Maintain Instructor Class Load Screen**, you can use one of two methods:

1. If you are still in the **Maintain Class Instructor Screen** (Figure 2) you may press the F5 key to access the Maintain Class Instructor Load screen (the key is labeled PF5-CLSLD).
2. If you have already assigned the instructor and now you wish to create the pending assignment, use the following steps:
    a. Using the direct path CU CC MR, enter the reference number of the class and press enter

    b. In the action field, choose M for modify

    c. Place a "Y" in the field labeled **MORE** next to the instructor's name and press enter

d. Select the instructor using the "D" (display) key

e. You should now be on the **Maintain Class Instructor Screen** – press F5 to access
    the Maintain Class Load Screen (the key is labeled PF5-CLSLD).

**The following steps will illustrate creating the pending assignment for full-time faculty
teaching an inload class in a fall or spring term:**

1. Select the 'M'
action code

```
STC670P1                                                         STC670M1
 Mar 21,05              - Maintain Class Instructor Load -         8:16 PM

 *Action (B,D,N,M,C)        M  Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432   Term: 20061_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:  58.50   Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00   Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00   Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                       EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 3102A___     *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____        OL Load Factor:
  Inload Assgn Seq No:              OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ ___ __ __        Pay   Pay     Pay
  Schd    Days       Bldg Room   Beg Tm  End Tm  Position Seq  Factor  Method
  1_  1   T R         AH   00216  8:00AM  11:45AM _____      _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

2. In the MAX LOAD CALENDAR field, select the value FULLTIME. This is the correct value for all full-time faculty teaching in-load classes in the fall and spring terms.

```
STC670P1                                                      STC670M1
 Mar 21,05              - Maintain Class Instructor Load -      8:16 PM

 *Action (B,D,N,M,C)       M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:   58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:   48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:    9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 3102A___    *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____         OL Load Factor:
  Inload Assgn Seq No:                OL Assg Seq No:
 *Pay Method/s.......:  __ __ __ __ __ __ __ __ __ __    Pay    Pay    Pay
   Schd      Days      Bldg Room   Beg Tm  End Tm  Position Seq  Factor Method
  1_  1    T R         AH   00216  8:00AM  11:45AM _____      _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

3. In the INLOAD POSITION field, select the faculty member's fulltime assignment number. This number usually begins with a "3" and should be there as a default value.

```
STC670P1                                                      STC670M1
 Mar 21,05              - Maintain Class Instructor Load -      8:16 PM

 *Action (B,D,N,M,C)       M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:   58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:   48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:    9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 3102A    *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____         OL Load Factor:
  Inload Assgn Seq No:                OL Assg Seq No:
 *Pay Method/s.......:  __ __ __ __ __ __ __ __ __ __    Pay    Pay    Pay
   Schd      Days      Bldg Room   Beg Tm  End Tm  Position Seq  Factor Method
  1_  1    T R         AH   00216  8:00AM  11:45AM _____      _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

4. Enter the points in the INLOAD LOAD FACTOR field, which records the number of points for the class. If there are multiple class instructors, you may have to adjust these points, per the dean or associate dean (see page E-43)

```
STC670P1                                                        STC670M1
 Mar 21,05              - Maintain Class Instructor Load -       8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 3102A      *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.:  9.00         OL Load Factor:
  Inload Assgn Seq No:               OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __ __   Pay   Pay    Pay
   Schd     Days       Bldg Room   Beg Tm  End Tm  Position Seq  Factor Method
   1_ 1   T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

5. Locate the PAY METHOD field and select the value **IL** for credit classes. Please see Appendix A for a complete set of pay codes for faculty.

```
STC670P1                                                        STC670M1
 Mar 21,05              - Maintain Class Instructor Load -       8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 3102A      *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: 9.00          OL Load Factor:
  Inload Assgn Seq No:               OL Assg Seq No:
 *Pay Method/s. IL       __ __ __ __ __ __ __ __ __   Pay   Pay    Pay
   Schd     Days       Bldg Room   Beg Tm  End Tm  Position Seq  Factor Method
   1_ 1   T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

You have now completed the steps needed to process full-time faculty in the fall and spring classes for in-load classes.

The following steps will illustrate creating the pending assignment for full-time faculty teaching overload classes in a fall or spring term:

<table>
<tr>
<td>

1. Select the 'M' action code

</td>
<td>

```
STC670P1                                              STC670M1
 Mar 21,05           - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 3102A___      *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____        OL Load Factor:
  Inload Assgn Seq No:              OL Assg Seq No:
 *Pay Method/s.......: __ __ ___ __ __ _ ___ __ __        Pay   Pay    Pay
   Schd     Days      Bldg Room   Beg Tm End Tm Position Seq  Factor Method
   1_ 1   T R        AH   00216  8:00AM  11:45AM _____      _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

</td>
</tr>
<tr>
<td>

2. In the MAX LOAD CALENDAR field, select the value ABOVEFUL. This is the correct value for all full-time faculty teaching overload classes in the fall and spring terms.

</td>
<td>

```
STC670P1                                              STC670M1
 Mar 21,05           - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: 3102A___      *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____        OL Load Factor:
  Inload Assgn Seq No:              OL Assg Seq No:
 *Pay Method/s.......: __ __ ___ __ __ _ ___ __ __        Pay   Pay    Pay
   Schd     Days      Bldg Room   Beg Tm End Tm Position Seq  Factor Method
   1_ 1   T R        AH   00216  8:00AM  11:45AM _____      _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

</td>
</tr>
</table>

PALM BEACH STATE
COLLEGE

3. In the
INLOAD
POSITION field,
select the
position that
would
correspond to an
overload position
for that account
number.

```
STC670P1                                                    STC670M1
 Mar 21,05            - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_ Campus/Center: 1____ Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789 Prim: Y Instr Cnt: 1
 Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
 Org Unit..........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: PSY1OVLS    *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____        OL Load Factor:
  Inload Assgn Seq No: _____        OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __          Pay   Pay    Pay
  Schd    Days     Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
  1_ 1    T R      AH   00216  8:00AM  11:45AM _____      _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

```
 ITP035H1              ***** PERSONNEL/PAYROLL *****
 Mar 21,05       - Browse Positions by Fiscal Year/Account -      9:04 PM

 Fiscal                                                   Name
  Year     Account Code       Position   Position Title
 ------ ------------------------ -------- -------------------- ---------------

 2005  11172000172000010520000   3101A   PROFESSOR III        DR KATHLEEN A B
 2005  111720001720001052100   PSY1OVLS  FACULTY OVERLOAD     Pooled Position
 2005  111720001720001056000   PSY1ADJS  ADJUNCT FACULTY      Pooled Position
 2005  111720001720002052100   PSY2OVLS  FACULTY OVERLOAD     Pooled Position
 2005  111720001720002056000   PSY2ADJS  ADJUNCT FACULTY      Pooled Position
 2005  111720001720003056000   PSY3ADJU  ADJUNCT FACULTY      Pooled Position
 2005  111720001720003056000   PHY3ADJU  ADJUNCT FACULTY      Pooled Position
 2005  111720001720003056000   PSY3ADJS  ADJUNCT FACULTY      Pooled Position
 2005  111720001720003056000   PSY3OSUB  SUBSTITUTE           Pooled Position
 2005  111720001720005052000   3190      PROFESSOR I          YVONNE A HAYNES
 2005  111720001720005052000   3192A     PROFESSOR III        DR. ROCHELLE L
 2005  111720001720005052005   PSY5DCPL  PART/TIME INSTRUCTION Pooled Position
 Fiscal Year: 2005   Account Code: 111720001720001010_____

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     help  retrn                          bkwrd frwrd
```

For a more detailed explanation of account numbers, GL codes and budget positions, please turn to page E-6 of this manual.

4. Enter the points to the INLOAD LOAD FACTOR field, which records the number of points for the class. If there are multiple class instructors, you may have to adjust these points, per the dean or associate dean (see page E-43).

```
STC670P1                                                        STC670M1
 Mar 21,05             - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_ Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: PSY1OVLS   *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.:  9.00          OL Load Factor:
 Inload Assgn Seq No:                OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __  __ __ __ ___ __ __   Pay   Pay     Pay
  Schd    Days        Bldg Room   Beg Tm  End Tm  Position Seq  Factor  Method
  1_ 1   T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

5. Locate the PAY METHOD field and select the value **OC** for credit classes or value ON for noncredit classes. Please see Appendix A for a complete set of pay codes for faculty.

```
STC670P1                                                        STC670M1
 Mar 21,05             - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20061_ Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: PSY1OVLS   *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: 9.00           OL Load Factor:
 Inload Assgn Seq No:                OL Assg Seq No:
 *Pay Method/s. OC        __ __ __ __  __ __ __ ___ __ __   Pay   Pay     Pay
  Schd    Days        Bldg Room   Beg Tm  End Tm  Position Seq  Factor  Method
  1_ 1   T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

You have now completed the steps needed to process full-time faculty in the fall and spring classes for overload classes.

Some Important Points:

The highlighted fields below are currently not a part of the IRM system as it is programmed. All assignments (in-load and overload) must be captured on the fields labeled inload.

```
STC670P1                                                    STC670M1        DO NOT USE
 Mar 21,05              - Maintain Class Instructor Load -       8:16 PM     THESE FIELDS!!

 *Action (B,D,N,M,C)     M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432_ Term: 20061_ Campus/Center: 1____ Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: PSY1OVLS    *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: 9.00        OL Load Factor:
  Inload Assgn Seq No:             OL Assg Seq No:
 *Pay Method/s. OC    __ __ __ __ __ __ __ __ __       Pay   Pay    Pay
  Schd     Days      Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
  1_ 1   T R         AH   00216  8:00AM  11:45AM _____      _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

Split Classes
Split classes occur when part of the points associated with a class fall into the in-load category and part of the points fall in the overload category. For example, if a faculty member teaches five classes and each class is worth 10 points, the faculty member will earn 50 points. So the fifth class is split – 5 of the points are in-load and 5 of the points are overload.

To capture this class accurately for load purposes, process the class as if it were an overload class and assign the appropriate number of points. For example, if the class is to earn 5 overload points, assign the class 5 points instead of its full point value of 10 points. To clarify the points, go to the Maintain Credit Class and Schedule screen and add comments using the PF9 key and enter the following note:

This class is an overload split class. ___ of the total class points of ___ have been assigned as an overload for faculty load purposes per Associate Dean _____.

You would fill-in the blanks using the appropriate total class points, overload class points and the name of the associate dean.

Determining Class Assignments for Summer for Full-Time Faculty
In using the IRM system, you would follow these steps:

1. Make sure faculty member is credentialed for the class
2. Assign faculty member to the class
3. Determine the faculty load, calendar and pay method

4. Run a final contract to create pending assignment to HR
The following example will be illustrated:

*   A full-time instructor needs to be assigned a PSY2012 Introduction to Psychology Course for 2005-3 (Summer Term).

Step 1 – Make sure faculty member is credentialed for the class

If you are not sure if the faculty member has been approved for the course through the credentialing process, you may check the instructor's approved credentials through the PantherNet Maintain Faculty Resources screen (direct path **CU IM IR**).

Figure 1 – Maintain Instructor Resources Screen

```
STC620P1          ***** PBSC Student Information System *****          STC620M1
 Mar 21,05                - Maintain Instructor Resources -              3 more >

 *Action (A,B,C,D,M,N,P)     __  *Instr ID..: 123456789  EXAMPLE,EXAMPLE,L
  EMPLOYEE     APPLICANT      *Calendar..: 2005       ACADEMIC YEAR 2004-05

  Person Status.: F/TIME    H/Degree: DOCTORATE      Comments Exist: N
  Instr Approved: Y             Instr Exp Stat: P P/TIME  *Div/Dept..: DEG_ CPI_
  Approval Date.: 01/01/96      (F=Full,P=Part,B=Both)    CPI
  Appr Modified.: E002073  11/24/04 11:18AM
                                Out  Action  Prm Brws < - Approved by Audit - >
    *Appr Crs   Course Title   Fld   Date   Ins Cls   User     Date    Time
   ---------- --------------- --- -------- --- --- -----------------------
  1_ PSY2012___ GENERAL PSYCHOL  N  _____ _   _   E002073  11/24/04 11:19AM
 of  _____                   _ _____ _   _
  1  _____                   _ _____ _   _
     _____                   _ _____ _   _
     _____                   _ _____ _   _
     _____                   _ _____ _   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Step 2 – Assign Faculty Member to the Class

After ensuring that the faculty member has been credentialed for the class, they may be assigned to the class as is outlined in detail in Section C of this manual. After assigning a faculty member to a class, you may proceed with the steps to produce a "pending assignment", or you may choose to create the pending assignment at a later date when you are sure that the class is in no danger of being canceled. You may look at this as being completed in the same time frame as was currently used to confirm and report full-time faculty load and PAF forms for adjunct faculty.

Figure 2 – Assigning a Faculty Member to a Class

```
STC685P1          ***** PBSC Student Information System *****          STC685M1
 Mar 21,05              - Maintain Class Instructor Sched -              8:18 PM

 *Action (A,D,M,P,R)      M_ Course ID.....: PSY2012   Offered Term.: 20053
 Reference Number....: 075432_ Campus/Center.: 1          Section......: 001
 Curr Enrolled.......:          Course Title.: GENERAL PSYCHOLOGY
 Curr Paid...........:          Division/Dept.: DEG  PSY   Class Status.: O
                               *Instr ID......: 123456789 EXAMPLE,EXAMPLE,L
 Total Load Value....: 9.00    Primary Instr.: Y    Number of Instr...: 01
 Std Contact Hours...: 48.00   Org Unit......: 11172000 172000 10 10
 Act Contact Hours...: 58.50   Act Load Value:
 Max Load Cal.......: FULLTIME
 Inload Position....: 3102A         OL Position....:          OL Split:
 Inload Load Factor.:               OL Load Factor.:
 Inload Assgn Seq NO:               OL Assgn Seq No:
 1_ of 1                                                           Assgn
 Schd    Days      Bldg  Room   Beg Tm   End Tm   Beg Date  End Date Seq
   X    T R        AH   00216   8:00AM  11:45AM  05/10/05  06/21/05

   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit       CLSLD      bkwrd frwrd                    main
```

Step 3 – Determine Information on the Maintain Instructor Class Load Screen

This step is new to the IRM system. Although this screen was always a part of the existing PantherNet system, the system was not set up to actually use all the features of this screen.

To access the **Maintain Instructor Class Load Screen**, you can use one of two methods:

3. If you are still in the **Maintain Class Instructor Screen** (Figure 2) you may press the F5 key to access the Maintain Class Instructor Load screen (the key is labeled PF5-CLSLD).

4. If you have already assigned the instructor and now you wish to create the pending assignment, use the following steps:

    f. Using the direct path CU CC MR, enter the reference number of the class and press enter

    g. In the action field, choose M for modify

    h. Place a "Y" in the field labeled **MORE** next to the instructor's name and press enter

    i. Select the instructor using the "D" (display) key

    j. You should now be on the **Maintain Class Instructor Screen** – press F5 to access the Maintain Class Load Screen (the key is labeled PF5-CLSLD).

The following steps will illustrate creating the pending assignment for full-time faculty teaching in the summer term:

1. Select the 'M' action code

```
STC670P1                                                     STC670M1
Mar 21,05              - Maintain Class Instructor Load -      8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:   58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:   48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:    9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                        EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 3102A___     *OL Position...: _____    OL Split: _ (Y)
  Inload Load Factor.: _____          OL Load Factor:
  Inload Assgn Seq No:                 OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __ __        Pay    Pay    Pay
  Schd     Days       Bldg Room  Beg Tm  End Tm  Position Seq  Factor  Method
  1_ 1   T R          AH   00216  8:00AM  11:45AM _____        _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

2. In the MAX LOAD CALENDAR field, elect the value ABOVEFUL. This is the correct value for all full-time faculty teaching in the Summer term, which is teaching ABOVE the contract.

```
STC670P1                                                     STC670M1
Mar 21,05              - Maintain Class Instructor Load -      8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:   58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:   48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:    9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                        EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: 3102A___     *OL Position...: _____    OL Split: _ (Y)
  Inload Load Factor.: _____          OL Load Factor:
  Inload Assgn Seq No:                 OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __ __        Pay    Pay    Pay
  Schd     Days       Bldg Room  Beg Tm  End Tm  Position Seq  Factor  Method
  1_ 1   T R          AH   00216  8:00AM  11:45AM _____        _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

3. In the INLOAD POSITION field, select the position that would correspond to an overload position for that account number.

```
STC670P1                                                    STC670M1
 Mar 21,05            - Maintain Class Instructor Load -      8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
  Reference Number...: 075432   Term: 20053_ Campus/Center: 1____  Section: 001
  Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
  Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
  Class Load Factor..:   9.00  Instr ID......: 123456789 Prim: Y Instr Cnt: 1
  Actual Load Factor.:                        EXAMPLE,EXAMPLE,L
  Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: PSY1OVLS   *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____        OL Load Factor:
  Inload Assgn Seq No:              OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __     Pay   Pay    Pay
   Schd    Days      Bldg Room  Beg Tm  End Tm  Position Seq Factor Method
   1_  1   T R       AH   00216  8:00AM  11:45AM _____      _____ __ __ __



  Direct Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

This is the screen that appears when you press the F1 key to display the available positions based on the account number. Select the one that corresponds to your campus location – see page E-7 for more information on budget positions.

```
ITP035H1               ***** PERSONNEL/PAYROLL *****
 Mar 21,05         - Browse Positions by Fiscal Year/Account -     9:04 PM

 Fiscal                                                    Name
  Year     Account Code          Position   Position Title
 ------ ------------------------ -------- -------------------- ---------------

  2005  11172000172000105200    3101A    PROFESSOR III        DR KATHLEEN A B
  2005  11172000172000105210    PSY1OVLS FACULTY OVERLOAD     Pooled Position
  2005  11172000172000105600    PSY1ADJS ADJUNCT FACULTY      Pooled Position
  2005  11172000172000205210    PSY2OVLS FACULTY OVERLOAD     Pooled Position
  2005  11172000172000205600    PSY2ADJS ADJUNCT FACULTY      Pooled Position
  2005  11172000172000305600    PSY3ADJU ADJUNCT FACULTY      Pooled Position
  2005  11172000172000305600    PHY3ADJU ADJUNCT FACULTY      Pooled Position
  2005  11172000172000305600    PSY3ADJS ADJUNCT FACULTY      Pooled Position
  2005  11172000172000305610    PSY3OSUB SUBSTITUTE           Pooled Position
  2005  11172000172000505200    3190     PROFESSOR I          YVONNE A HAYNES
  2005  11172000172000505200    3192A    PROFESSOR III        DR. ROCHELLE L
  2005  11172000172000505200    PSY5DCPL PART/TIME INSTRUCTION Pooled Position
 Fiscal Year: 2005    Account Code: 111720001720001010_____

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn                          bkwrd frwrd
```

For a more detailed explanation of account numbers, GL codes and budget positions, please turn to page E-6 of this manual.

PALM BEACH STATE
COLLEGE

4. Enter the points to the INLOAD LOAD FACTOR field, which records the number of points for the class. If there are multiple class instructors, you may have to adjust these points, per the dean or associate dean (see page E-43)

```
STC670P1                                                      STC670M1
 Mar 21,05            - Maintain Class Instructor Load -       8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:   58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:   48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:    9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: PSY1OVLS     *OL Position...: _____    OL Split: _ (Y)
  Inload Load Factor.: 9.00             OL Load Factor:
  Inload Assgn Seq No:                  OL Assg Seq No:
 *Pay Method/s.......: __ __ ___ __ __ ___ ___ __ __   Pay    Pay     Pay
   Schd    Days       Bldg Room   Beg Tm  End Tm  Position Seq  Factor  Method
   1_ 1   T R         AH   00216  8:00AM  11:45AM _____       _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

5. Locate the PAY METHOD field and select the value **OC** for credit classes, (value **ON** would be used for non-credit classes). Please see Appendix A for a complete set of pay codes for faculty.

```
STC670P1                                                      STC670M1
 Mar 21,05            - Maintain Class Instructor Load -       8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:   58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:   48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:    9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: ABOVEFUL
 *Inload Position....: PSY1OVLS     *OL Position...: _____    OL Split: _ (Y)
  Inload Load Factor.: 9.00             OL Load Factor:
  Inload Assgn Seq No:                  OL Assg Seq No:
 *Pay Method/s. OC       __ __ ___ __ __ ___ ___ __ __   Pay    Pay     Pay
   Schd    Days       Bldg Room   Beg Tm  End Tm  Position Seq  Factor  Method
   1_ 1   T R         AH   00216  8:00AM  11:45AM _____       _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

You have now completed the steps needed to process full-time faculty for the summer term through the new IRM system. The next step in the IRM process is to run contracts. Please proceed to page E-42 for information on running contracts, which will create the pending assignment for HR review.

<u>**Part-Time Instructors**</u>

This section of the manual will review the procedures that will replace the current on-line PAF form process for all persons teaching part-time classes for payment.

As mentioned previously, part-time instructors can fall into one of three categories:

1. **Part-time faculty who teach for Palm Beach State**, but are not full-time employees of Palm Beach State (part-time faculty without retirement benefits).
2. **Part-time faculty who teach for Palm Beach State, but hold full-time employment** at Palm Beach State in other than a faculty position OR the person has worked more 2,080 hours at Palm Beach State (part-time faculty with retirement benefits)
3. **Full-time non-instructional personnel** (i.e. Program Specialists) who teach as part of their regular job duties

The most common situation is the first one, with someone not employed full-time at the college teaching courses. This will be reviewed first.

The following example will be illustrated:

- A part-time instructor, who is not a full-time or part-time employee of the college, needs to be assigned a PSY2012 Introduction to Psychology Course for 2005-3 (Summer Term). This person is to be paid by salary amount, and will be the only person teaching the class.

Scenario 1: Part-time faculty who teach for Palm Beach State, but are not full-time employees of Palm Beach State (part-time faculty without benefits)

Step 1 – Make sure the part-time faculty member is credentialed for the class

If you are not sure if the part-time faculty member has been approved for the course through the credentialing process, you may check the instructor's approved credentials through the PantherNet Maintain Faculty Resources screen (direct path **CU IM IR**).

Figure 1 – Maintain Instructor Resources Screen

```
STC620P1          ***** PBSC Student Information System *****          STC620M1
 Mar 21,05             - Maintain Instructor Resources -              3 more >

 *Action (A,B,C,D,M,N,P)     __ *Instr ID..: 123456789  EXAMPLE,EXAMPLE,L
  EMPLOYEE    APPLICANT        *Calendar..: 2005      ACADEMIC YEAR 2004-05

  Person Status.: P/TIME    H/Degree: DOCTORATE      Comments Exist: N
  Instr Approved: Y             Instr Exp Stat: P P/TIME  *Div/Dept..: DEG_ CPI_
  Approval Date.: 01/01/96      (F=Full,P=Part,B=Both)     CPI
  Appr Modified.: E002073  11/24/04 11:18AM
                               Out  Action  Prm Brws < - Approved by Audit - >
     *Appr Crs   Course Title  Fld   Date   Ins Cls   User    Date    Time
     ---------- --------------- --- -------- --- --- ------------------------
  1_ PSY2012___ GENERAL PSYCHOL  N  _____  _   _   E002073  11/24/04 11:19AM
 of  _____                    _ _____  _   _
  1  _____                    _ _____  _   _
     _____                    _ _____  _   _
     _____                    _ _____  _   _
     _____                    _ _____  _   _
     _____                    _ _____  _   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Step 2 – Assign Faculty Member to the Class

After ensuring that the faculty member has been credentialed for the class, they may be assigned to the class as is outlined in detail in Section C of this manual. After assigning a faculty member to a class, you may proceed with the steps to produce a "pending assignment", or you may choose to create the pending assignment at a later date when you are sure that the class is in no danger of being canceled. You may look at this as being completed in the same time frame as was currently used to confirm and report full-time faculty load and PAF forms for adjunct faculty.

Figure 2 – Assigning a Faculty Member to a Class

```
STC685P1          ***** PBSC Student Information System *****          STC685M1
 Mar 21,05              - Maintain Class Instructor Sched -              8:18 PM

 *Action (A,D,M,P,R)      M_ Course ID.....: PSY2012    Offered Term.: 20053
 Reference Number....: 075432  Campus/Center.: 1         Section......: 001
 Curr Enrolled.......:          Course Title.: GENERAL PSYCHOLOGY
 Curr Paid...........:          Division/Dept.: DEG  PSY  Class Status.: O
                               *Instr ID......: 123456789 EXAMPLE,EXAMPLE,L
 Total Load Value....: 9.00    Primary Instr.: Y    Number of Instr...: 01
 Std Contact Hours...: 48.00   Org Unit......: 11172000 172000 10 10
 Act Contact Hours...: 58.50   Act Load Value:
 Max Load Cal.......: PARTTIME
 Inload Position....: 3102A         OL Position....:         OL Split:
 Inload Load Factor.:               OL Load Factor.:
 Inload Assgn Seq NO:               OL Assgn Seq No:
 1_ of 1                                                           Assgn
 Schd    Days      Bldg  Room  Beg Tm    End Tm   Beg Date  End Date  Seq
   X    T R        AH   00216  8:00AM   11:45AM  05/10/05  06/21/05

   _
   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit      CLSLD      bkwrd frwrd                     main
```

Step 3 – Determine Information on the Maintain Instructor Class Load Screen

This step is new to the IRM system. Although this screen was always a part of the existing PantherNet system, the system was not set up to actually use all the features of this screen.

To access the **Maintain Instructor Class Load Screen**, you can use one of two methods:

1. If you are still in the **Maintain Class Instructor Screen** (Figure 2) you may press the F5 Screen to access the Maintain Class Instructor Load screen (the key is labeled PF5-CLSLD).
2. If you have already assigned the instructor and now you wish to create   the pending assignment, use the following steps:

    a. Using the direct path CU CC MR, enter the reference number of the class and press enter

    b. In the action field, choose M for modify

    c. Place a "Y" in the field labeled **MORE** next to the instructor's name and press enter

    d. Select the instructor using the "D" (display) key
    e. You should now be on the **Maintain Class Instructor Screen** – press F5 to access the Maintain Class Load Screen (the key is labeled PF5-CLSLD).

The following steps will illustrate creating the pending assignment for: <u>Part-time faculty who teach for Palm Beach State, but are not full-time employees of Palm Beach State</u>

1. Select the "M" action code

```
STC670P1                                                   STC670M1
Mar 21,05            - Maintain Class Instructor Load -      8:16 PM

*Action (B,D,N,M,C)       M_ Class Type: C Course ID....: PSY2012___
Reference Number...: 075432  Term: 20053_  Campus/Center: 1____  Section: 001
Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
Actual Load Factor.:              EXAMPLE,EXAMPLE,L
Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
*Max Load Calendar..: PARTTIME
*Inload Position....: _____       *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: _____        OL Load Factor:
 Inload Assgn Seq No:               OL Assg Seq No:
*Pay Method/s.......: __ __ __ __ __ __ __ __ __ __      Pay  Pay   Pay
  Schd     Days      Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
  1_ 1  T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __



Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

2. In the MAX LOAD CALENDAR field, select the value PARTTIME. This is the correct value for all part-time faculty in this category.

```
STC670P1                                                   STC670M1
Mar 21,05            - Maintain Class Instructor Load -      8:16 PM

*Action (B,D,N,M,C)       M_ Class Type: C Course ID....: PSY2012___
Reference Number...: 075432  Term: 20053_  Campus/Center: 1____  Section: 001
Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
Actual Load Factor.:              EXAMPLE,EXAMPLE,L
Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
*Max Load Calendar..: PARTTIME
*Inload Position....: _____       *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: _____        OL Load Factor:
 Inload Assgn Seq No:               OL Assg Seq No:
*Pay Method/s.......: __ __ __ __ __ __ __ __ __ __      Pay  Pay   Pay
  Schd     Days      Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
  1_ 1  T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __



Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

3. In the INLOAD POSITION field, select the position that would correspond to a part-time position for that account number by pressing the F1 key on the field. Please see page E-7 for more information on budget positions.

```
STC670P1                                              STC670M1
 Mar 21,05          - Maintain Class Instructor Load -       8:16 PM

 *Action (B,D,N,M,C)    M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053  Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: PARTTIME
 *Inload Position....: PSY1ADJS    *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____      OL Load Factor:
  Inload Assgn Seq No:             OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __    Pay  Pay   Pay
   Schd    Days      Bldg Room  Beg Tm End Tm Position Seq Factor Method
   1_ 1   T R        AH   00216  8:00AM 11:45AM _____    _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

This is the screen that appears when you press the F1 key to display the available positions based on the account number. Select the one that corresponds to your campus location.

```
ITP035H1              ***** PERSONNEL/PAYROLL *****
 Mar 21,05         - Browse Positions by Fiscal Year/Account -     9:04 PM

 Fiscal                                                       Name
  Year      Account Code        Position   Position Title
 ------ ------------------------ -------- -------------------- ---------------

  2005  11172000172000152000    3101A     PROFESSOR III        DR KATHLEEN A B
  2005  11172000172000152100    PSY1OVLS  FACULTY OVERLOAD     Pooled Position
  2005  11172000172000156000    PSY1ADJS  ADJUNCT FACULTY      Pooled Position
  2005  11172000172000252100    PSY2OVLS  FACULTY OVERLOAD     Pooled Position
  2005  11172000172000256000    PSY2ADJS  ADJUNCT FACULTY      Pooled Position
  2005  11172000172000356000    PSY3ADJU  ADJUNCT FACULTY      Pooled Position
  2005  11172000172000356000    PHY3ADJU  ADJUNCT FACULTY      Pooled Position
  2005  11172000172000356000    PSY3ADJS  ADJUNCT FACULTY      Pooled Position
  2005  11172000172000356100    PSY3OSUB  SUBSTITUTE           Pooled Position
  2005  11172000172000552000    3190      PROFESSOR I          YVONNE A HAYNES
  2005  11172000172000552000    3192A     PROFESSOR III        DR. ROCHELLE L
  2005  11172000172000552005    PSY5DCPL  PART/TIME INSTRUCTION Pooled Position
 Fiscal Year: 2005    Account Code: 111720001720001010_____

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn                        bkwrd frwrd
```

For a more detailed explanation of account numbers, GL codes and budget positions, please turn to page E-6 of this manual.

4. Confirm or change the INLOAD LOAD FACTOR field, which records the number of points for the class. If there are multiple class instructors, you may have to adjust these points per the dean or associate dean (see page E-43).

```
STC670P1                                                        STC670M1
 Mar 21,05              - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)       M_  Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432   Term: 20053_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50   Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00   Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00   Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: PARTTIME
 *Inload Position....: PSY1ADJS     *OL Position...: _____    OL Split: _ (Y)
  Inload Load Factor.: 9.00         OL Load Factor:
  Inload Assgn Seq No:              OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __ __   Pay    Pay    Pay
   Schd     Days      Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
   1_  1   T R        AH   00216  8:00AM  11:45AM _____      _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

5. Locate the PAY METHOD field and select the value SL for credit classes paid by salary, or value HL for credit classes paid hourly. Please see Appendix A for a complete set of pay codes for faculty.

```
STC670P1                                                        STC670M1
 Mar 21,05              - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)       M_  Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432   Term: 20053_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50   Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00   Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00   Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: PARTTIME
 *Inload Position....: PSY1ADJS     *OL Position...: _____    OL Split: _ (Y)
  Inload Load Factor.: 9.00         OL Load Factor:
  Inload Assgn Seq No:              OL Assg Seq No:
 *Pay Method/s. SL     __ __ __ __ __ __ __ __    Pay    Pay    Pay
   Schd     Days      Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
   1_  1   T R        AH   00216  8:00AM  11:45AM _____      _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

You have now completed the steps needed to process a part-time faculty who teaches for Palm Beach State, but is not a full-time employee of Palm Beach State. The next step in the IRM process is to run contracts Please proceed to page E-42 for information on running contracts which will create the pending assignment for HR review.

Scenario 2: Part-time faculty who teach for Palm Beach State, but hold full-time employment at Palm Beach State in other than a faculty position OR the person has worked more 2,080 hours at Palm Beach State (part-time faculty with retirement benefits)

Step 1 – Make sure the part-time faculty member is credentialed for the class

If you are not sure if the part-time faculty member has been approved for the course through the credentialing process, you may check the instructor's approved credentials through the PantherNet Maintain Faculty Resources screen (direct path **CU IM IR**).

Figure 1 – Maintain Instructor Resources Screen

```
STC620P1          ***** PBSC Student Information System *****          STC620M1
 Mar 21,05                  - Maintain Instructor Resources -            3 more >

 *Action (A,B,C,D,M,N,P)     __  *Instr ID..: 123456789  EXAMPLE,EXAMPLE,L
  EMPLOYEE    APPLICANT          *Calendar..: 2005        ACADEMIC YEAR 2004-05

  Person Status.: P/TIME    H/Degree: DOCTORATE       Comments Exist: N
  Instr Approved: Y              Instr Exp Stat: P P/TIME  *Div/Dept..: DEG_ CPI_
  Approval Date.: 01/01/96      (F=Full,P=Part,B=Both)     CPI
  Appr Modified.: E002073  11/24/04 11:18AM
                                Out  Action  Prm Brws < - Approved by Audit - >
     *Appr Crs   Course Title   Fld   Date   Ins Cls   User      Date     Time
     ---------- --------------- --- -------- --- --- ------------------------
  1_ PSY2012___ GENERAL PSYCHOL  N  _____ _   _    E002073  11/24/04 11:19AM
of _  _____             _ _____ _   _
  1   _____             _ _____ _   _
      _____             _ _____ _   _
      _____             _ _____ _   _
      _____             _ _____ _   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Step 2 – Assign Faculty Member to the Class

After ensuring that the faculty member has been credentialed for the class, they may be assigned to the class as is outlined in detail in Section C of this manual. After assigning a faculty member to a class, you may proceed with the steps to produce a "pending assignment", or you may choose to create the pending assignment at a later date when you are sure that the class is in no danger of being canceled. You may look at this as being completed in the same time frame as was currently used to confirm and report full-time faculty load and PAF forms for adjunct faculty.

Figure 2 – Assigning a Faculty Member to a Class

```
STC685P1          ***** PBSC Student Information System *****          STC685M1
 Mar 21,05             - Maintain Class Instructor Sched -              8:18 PM

 *Action (A,D,M,P,R)      M_ Course ID.....: PSY2012    Offered Term.: 20053
 Reference Number....: 075432  Campus/Center.: 1          Section......: 001
 Curr Enrolled.......:          Course Title..: GENERAL PSYCHOLOGY
 Curr Paid...........:          Division/Dept.: DEG  PSY   Class Status.: O
                              *Instr ID......: 123456789 EXAMPLE,EXAMPLE,L
 Total Load Value....: 9.00    Primary Instr.: Y    Number of Instr...: 01
 Std Contact Hours...: 48.00   Org Unit......: 11172000 172000 10 10
 Act Contact Hours...: 58.50   Act Load Value:
 Max Load Cal.......: PARTTIME
 Inload Position....: 3102A         OL Position....:        OL Split:
 Inload Load Factor.:               OL Load Factor.:
 Inload Assgn Seq NO:               OL Assgn Seq No:
 1_ of 1                                                            Assgn
 Schd    Days      Bldg  Room   Beg Tm   End Tm   Beg Date  End Date  Seq
   X    T R        AH   00216   8:00AM  11:45AM  05/10/05  06/21/05

   _
   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit        CLSLD      bkwrd frwrd                    main
```

Step 3 – Determine Information on the Maintain Instructor Class Load Screen

This step is new to the IRM system. Although this screen was always a part of the existing PantherNet system, the system was not set up to actually use all the features of this screen.

To access the **Maintain Instructor Class Load Screen**, you can use one of two methods:

1. If you are still in the **Maintain Class Instructor Screen** (Figure 2) you may press the F5 Screen to access the Maintain Class Instructor Load screen (the key is labeled PF5-CLSLD).
2. If you have already assigned the instructor and now you wish to create the pending assignment, use the following steps:

    a. Using the direct path CU CC MR, enter the reference number of the class and press enter

    b. In the action field, choose M for modify

    c. Place a "Y" in the field labeled **MORE** next to the instructor's name and press enter

    d. Select the instructor using the "D" (display) key

    e. You should now be on the **Maintain Class Instructor Screen** – press F5 to access the Maintain Class Load Screen (the key is labeled PF5-CLSLD).

The following steps will illustrate creating the pending assignment for: **Part-time faculty who teach for Palm Beach State, but hold full-time employment at Palm Beach State in other than a faculty position OR the person has worked more 2,080 hours at Palm Beach State (part-time faculty with retirement benefits)**

1. Select the "M" action code

```
STC670P1                                                      STC670M1
Mar 21,05               - Maintain Class Instructor Load -     8:16 PM

*Action (B,D,N,M,C)        M_ Class Type: C Course ID....: PSY2012___
Reference Number...: 075432   Term: 20053_  Campus/Center: 1____   Section: 001
Act Contact Hours..:  58.50   Course Title..: GENERAL PSYCHOLOGY
Std Contact Hours..:  48.00   Division/Dept.: DEG  PSY   Class Status: O
Class Load Factor..:   9.00   Instr ID......: 123456789  Prim: Y Instr Cnt: 1
Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
*Max Load Calendar..: PARTTIME
*Inload Position....: _____        *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: _____         OL Load Factor:
 Inload Assgn Seq No:                OL Assg Seq No:
*Pay Method/s.......: __ __ __ __ __ ___ __ __     Pay   Pay    Pay
 Schd    Days       Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
 1_ 1   T R         AH   00216  8:00AM  11:45AM _____      _____ __ __ __




 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

2. In the MAX LOAD CALENDAR field, select the value PARTTIME. This is the correct value for all part-time faculty in this category.

```
STC670P1                                                      STC670M1
Mar 21,05               - Maintain Class Instructor Load -     8:16 PM

*Action (B,D,N,M,C)        M_ Class Type: C Course ID....: PSY2012___
Reference Number...: 075432   Term: 20053_  Campus/Center: 1____   Section: 001
Act Contact Hours..:  58.50   Course Title..: GENERAL PSYCHOLOGY
Std Contact Hours..:  48.00   Division/Dept.: DEG  PSY   Class Status: O
Class Load Factor..:   9.00   Instr ID......: 123456789  Prim: Y Instr Cnt: 1
Actual Load Factor.:                          EXAMPLE,EXAMPLE,L
Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
*Max Load Calendar..: PARTTIME
*Inload Position....: _____        *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: _____         OL Load Factor:
 Inload Assgn Seq No:                OL Assg Seq No:
*Pay Method/s.......: __ __ __ __ __ ___ __ __     Pay   Pay    Pay
 Schd    Days       Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
 1_ 1   T R         AH   00216  8:00AM  11:45AM _____      _____ __ __ __




 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

3. In the INLOAD POSITION field, select the position that would correspond to a part-time position for that account number by pressing the F1 key on the field. Please see page E-7 for information on budget positions.

```
STC670P1                                                    STC670M1
 Mar 21,05              - Maintain Class Instructor Load -       8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432   Term: 20053_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:   58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:   48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:    9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                     EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
*Max Load Calendar..: PARTTIME
*Inload Position....: PSY1ETOS      *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: _____        OL Load Factor:
 Inload Assgn Seq No:               OL Assg Seq No:
*Pay Method/s.......: __ __ __ __ __ __ ___ __ __    Pay   Pay   Pay
  Schd     Days       Bldg Room  Beg Tm  End Tm  Position Seq  Factor Method
  1_ 1   T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

This is the screen that appears when you press the F1 key to display the available positions based on the account number. Select the one that corresponds to your campus location. Notice that the GL code is for those who receive retirement.

```
ITP035H1                  ***** PERSONNEL/PAYROLL *****
 Mar 21,05           - Browse Positions by Fiscal Year/Account -     9:04 PM

 Fiscal                                                     Name
  Year      Account Code         Position    Position Title
 ------  ------------------------ --------  -------------------- ----------------

  2005  11172000172000105200     3101A    PROFESSOR III      DR KATHLEEN A B
  2005  11172000172000105210     PSY1OVLS FACULTY OVERLOAD   Pooled Position
  2005  11172000172000105600     PSY1ADJS ADJUNCT FACULTY    Pooled Position
  2005  11172000172000105210     PSY2OVLS FACULTY OVERLOAD   Pooled Position
  2005  11172000172000105210     PSY1ETOS ADJUNCT FACULTY    Pooled Position
  2005  11172000172000305600     PSY3ADJU ADJUNCT FACULTY    Pooled Position
  2005  11172000172000305600     PHY3ADJU ADJUNCT FACULTY    Pooled Position
  2005  11172000172000305600     PSY3ADJS ADJUNCT FACULTY    Pooled Position
  2005  11172000172000305610     PSY3OSUB SUBSTITUTE         Pooled Position
  2005  11172000172000505200     3190     PROFESSOR I        YVONNE A HAYNES
  2005  11172000172000505200     3192A    PROFESSOR III      DR. ROCHELLE L
  2005  11172000172000505200     PSY5DCPL PART/TIME INSTRUCTION Pooled Position
 Fiscal Year: 2005    Account Code: 111720001720001010_____

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn                      bkwrd frwrd
```

For a more detailed explanation of account numbers, GL codes and budget positions, please turn to page E-6 of this manual.

4. Enter the points in the INLOAD LOAD FACTOR field, which records the number of points for the class. If there are multiple class instructors, you may have to adjust these points per the dean or associate dean (see page E-43).

```
STC670P1                                                           STC670M1
 Mar 21,05               - Maintain Class Instructor Load -         8:16 PM

 *Action (B,D,N,M,C)        M_  Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: PARTTIME
 *Inload Position....: PSY1ETOS     *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: 9.00           OL Load Factor:
 Inload Assgn Seq No:                OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __ __ __     Pay   Pay    Pay
  Schd     Days       Bldg Room   Beg Tm  End Tm  Position Seq  Factor Method
  1_ 1   T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

5. Locate the PAY METHOD field and select the value **SL** for credit classes paid by salary, (or value **HL** for credit classes paid hourly). Please see Appendix A for a complete set of pay codes for faculty.

```
STC670P1                                                           STC670M1
 Mar 21,05               - Maintain Class Instructor Load -         8:16 PM

 *Action (B,D,N,M,C)        M_  Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: PARTTIME
 *Inload Position....: PSY1ETOS     *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: 9.00           OL Load Factor:
 Inload Assgn Seq No:                OL Assg Seq No:
 *Pay Method/s. SL    __ __ __ __ __ __ __ __ __ __     Pay   Pay    Pay
  Schd     Days       Bldg Room   Beg Tm  End Tm  Position Seq  Factor Method
  1_ 1   T R          AH   00216  8:00AM  11:45AM _____      _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

You have now completed the steps needed to process part-time faculty who teach for Palm Beach State, but hold full-time employment at Palm Beach State in other than a faculty position, OR the person has worked more 2,080 hours at Palm Beach State (part-time faculty with retirement benefits). contracts Please proceed to page E-42 for information on running contracts which will create the pending assignment for HR review.

Scenario 3: Full-time PSAV Instructors, non-instructional personnel (i.e. Program Specialists) who teach as part of their regular job duties.

Step 1 – Make sure the person is credentialed for the class

If you are not sure if the person has been approved for the course through the credentialing process, you may check the person's approved credentials through the PantherNet Maintain Faculty Resources screen (direct path **CU IM IR**).

Figure 1 – Maintain Instructor Resources Screen

```
STC620P1          ***** PBSC Student Information System *****          STC620M1
 Mar 21,05               - Maintain Instructor Resources -             3 more >

 *Action (A,B,C,D,M,N,P)    __  *Instr ID..: 123456789  EXAMPLE,EXAMPLE,L
  EMPLOYEE     APPLICANT        *Calendar..: 2005        ACADEMIC YEAR 2004-05

  Person Status.: F/TIME    H/Degree: DOCTORATE        Comments Exist: N
  Instr Approved: Y              Instr Exp Stat: P P/TIME  *Div/Dept..: DEG_ CPI_
  Approval Date.: 01/01/96       (F=Full,P=Part,B=Both)     CPI
  Appr Modified.: E002073  11/24/04 11:18AM
                                Out   Action   Prm Brws < - Approved by Audit - >
     *Appr Crs   Course Title   Fld   Date     Ins Cls   User      Date     Time
    ---------- --------------- --- -------- --- --- ------------------------
  1_ PSY2012___ GENERAL PSYCHOL  N  _____  _   _   E002073  11/24/04 11:19AM
 of _____                   _ _____  _   _
  1  _____                  _ _____  _   _
     _____                  _ _____  _   _
     _____                  _ _____  _   _
     _____                  _ _____  _   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Step 2 – Assign a PSAV Instructor/Program Specialist/Manager to the Class

After ensuring that the program specialist/manager has been credentialed for the class, they may be assigned to the class as is outlined in detail in Section C of this manual. After assigning a program specialist/manager to a class, you may proceed with the steps to produce a "pending assignment", or you may choose to create the pending assignment at a later date when you are sure that the class is in no danger of being canceled. You may look at this as being completed in the same time frame as was currently used to confirm and report full-time faculty load and PAF forms for adjunct faculty.

Figure 2 – Assigning a PSAV Instructor/Program Specialist/Manager to a Class

```
STC685P1          ***** PBSC Student Information System *****          STC685M1
 Mar 21,05               - Maintain Class Instructor Sched -              8:18 PM

 *Action (A,D,M,P,R)      M_ Course ID.....: PSY2012    Offered Term.: 20053
 Reference Number....: 075432  Campus/Center.: 1         Section......: 001
 Curr Enrolled.......:          Course Title..: GENERAL PSYCHOLOGY
 Curr Paid...........:          Division/Dept.: DEG  PSY   Class Status.: O
                               *Instr ID......: 123456789 EXAMPLE,EXAMPLE,L
 Total Load Value....: 9.00    Primary Instr.: Y    Number of Instr...: 01
 Std Contact Hours...: 48.00   Org Unit......: 11172000 172000 10 10
 Act Contact Hours...: 58.50   Act Load Value:
 Max Load Cal.......: FULLTIME
 Inload Position....: 3102A         OL Position....:         OL Split:
 Inload Load Factor.:               OL Load Factor.:
 Inload Assgn Seq NO:               OL Assgn Seq No:
 1_ of 1                                                              Assgn
 Schd     Days      Bldg  Room  Beg Tm   End Tm   Beg Date  End Date   Seq
   X    T R         AH   00216  8:00AM  11:45AM  05/10/05  06/21/05

   _
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit        CLSLD      bkwrd frwrd                    main
```

Step 3 – Create a Pending Assignment (Determine information on the Maintain Instructor Class Load Screen)

This step is new to the IRM system. Although this screen was always a part of the existing PantherNet system, the system was not set up to actually use all the features of this screen.

To access the **Maintain Instructor Class Load Screen**, you can use one of two methods:

1. If you are still in the **Maintain Class Instructor Screen** (Figure 2) you may press the F5 Screen to access the Maintain Class Instructor Load screen (the key is labeled PF5-CLSLD).

2. If you have already assigned the instructor and now you wish to create the pending assignment, use the following steps:
    a. Using the direct path CU CC MR, enter the reference number of the class and press enter

    b. In the action field, choose M for modify

    c. Place a "Y" in the field labeled **MORE** next to the instructor's name and press enter

    d. Select the instructor using the "D" (display) key

    e. You should now be on the **Maintain Class Instructor Screen** – press F5 to access the Maintain Class Load Screen (the key is labeled PF5-CLSLD).

The following steps will illustrate creating the pending assignment for: PSAV Instructor/Full-time non-instructional personnel (i.e. Program Specialists) who teach as part of their regular job duties

1. Select the "M" action code

```
STC670P1                                                    STC670M1
 Mar 21,05               - Maintain Class Instructor Load -      8:16 PM

 *Action (B,D,N,M,C)     M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: PARTTIME
 *Inload Position....: _____      *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____         OL Load Factor:
  Inload Assgn Seq No:                OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __     Pay   Pay    Pay
  Schd    Days       Bldg Room  Beg Tm  End Tm  Position Seq  Factor  Method
  1_ 1   T R         AH   00216  8:00AM  11:45AM _____       _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

2. In the MAX LOAD CALENDAR field, select the value FULLTIME.

```
STC670P1                                                    STC670M1
 Mar 21,05               - Maintain Class Instructor Load -      8:16 PM

 *Action (B,D,N,M,C)     M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____   Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: _____      *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____         OL Load Factor:
  Inload Assgn Seq No:                OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __     Pay   Pay    Pay
  Schd    Days       Bldg Room  Beg Tm  End Tm  Position Seq  Factor  Method
  1_ 1   T R         AH   00216  8:00AM  11:45AM _____       _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

3. In the INLOAD POSITION field, select the position that would correspond to the person's full-time position. Their name will partially appear on the far right of the screen. Turn to page E-6 for more information on budget positions.

```
STC670P1                                                      STC670M1
 Mar 21,05              - Maintain Class Instructor Load -       8:16 PM

 *Action (B,D,N,M,C)      M_  Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:   58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:   48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:    9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                         EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 2965     *OL Position...: _____   OL Split: _ (Y)
  Inload Load Factor.: _____        OL Load Factor:
  Inload Assgn Seq No:             OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __ __ __   Pay   Pay   Pay
   Schd    Days        Bldg Room   Beg Tm End Tm  Position Seq Factor Method
   1_  1   T R         AH   00216  8:00AM 11:45AM _____     _____ __ __ __



 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

This is the screen that appears when you press the F1 key to display the available positions based on the account number. Select the one that corresponds to your campus location. Notice that the GL code is for those who receive retirement.

```
ITP035H1                    ***** PERSONNEL/PAYROLL *****
 Mar 21,05            - Browse Positions by Fiscal Year/Account -     9:04 PM

 Fiscal                                                          Name
  Year     Account Code          Position   Position Title
 ------ ------------------------ -------- -------------------- ---------------

  2005  11172000172000001052000   3101A    PROFESSOR III        DR KATHLEEN A B
  2005  11172000172000001052100   PSY1OVLS FACULTY OVERLOAD     Pooled Position
  2005  11172000172000001056000   PSY1ADJS ADJUNCT FACULTY      Pooled Position
  2005  11172000172000002052100   PSY2OVLS FACULTY OVERLOAD     Pooled Position
  2005  11172000172000002052101   2965     PROGRAM SPECIALIST   EXAMPLE EXAMPLE
  2005  11172000172000003056000   PSY3ADJU ADJUNCT FACULTY      Pooled Position
  2005  11172000172000003056000   PHY3ADJU ADJUNCT FACULTY      Pooled Position
  2005  11172000172000003056000   PSY3ADJS ADJUNCT FACULTY      Pooled Position
  2005  11172000172000003056100   PSY3OSUB SUBSTITUTE           Pooled Position
  2005  11172000172000005052000   3190     PROFESSOR I          YVONNE A HAYNES
  2005  11172000172000005052000   3192A    PROFESSOR III        DR. ROCHELLE L
  2005  11172000172000005052005   PSY5DCPL PART/TIME INSTRUCTION Pooled Position
 Fiscal Year: 2005    Account Code: 111720001720001010_____


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn                           bkwrd frwrd
```

For a more detailed explanation of account numbers, GL codes and budget positions, please turn to page E-6 of this manual.

<table>
<tr><td>

4. Enter the points in the INLOAD LOAD FACTOR field, which records the number of points for the class. If there are multiple class instructors, you may have to adjust these points per the dean or associate dean.

</td><td>

```
STC670P1                                               STC670M1
 Mar 21,05            - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                       EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 2965        *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: 9.00         OL Load Factor:
 Inload Assgn Seq No:              OL Assg Seq No:
 *Pay Method/s.......: __ __ __ __ __ __ __ __ __ __  Pay  Pay   Pay
  Schd      Days       Bldg Room  Beg Tm  End Tm  Position Seq Factor Method
  1_ 1   T R           AH   00216  8:00AM  11:45AM _____     _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

</td></tr>
<tr><td>

5. Locate the PAY METHOD field and select the value PI for all classes.

</td><td>

```
STC670P1                                               STC670M1
 Mar 21,05            - Maintain Class Instructor Load -        8:16 PM

 *Action (B,D,N,M,C)      M_ Class Type: C Course ID....: PSY2012___
 Reference Number...: 075432  Term: 20053_  Campus/Center: 1____  Section: 001
 Act Contact Hours..:  58.50  Course Title..: GENERAL PSYCHOLOGY
 Std Contact Hours..:  48.00  Division/Dept.: DEG  PSY   Class Status: O
 Class Load Factor..:   9.00  Instr ID......: 123456789  Prim: Y Instr Cnt: 1
 Actual Load Factor.:                       EXAMPLE,EXAMPLE,L
 Org Unit...........: 11172000 172000 10 PSYCHOLOGY - A&P
 *Max Load Calendar..: FULLTIME
 *Inload Position....: 2965        *OL Position...: _____   OL Split: _ (Y)
 Inload Load Factor.: 9.00         OL Load Factor:
 Inload Assgn Seq No:              OL Assg Seq No:
 *Pay Method/s. PI    __ __ __ __ __ __ __ __ __ __  Pay  Pay   Pay
  Schd      Days       Bldg Room  Beg Tm  End Tm  Position Seq Factor Method
  1_ 1   T R           AH   00216  8:00AM  11:45AM _____     _____ __ __ __


 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

</td></tr>
</table>

You have now completed the steps needed to process part-time faculty who teach for Palm Beach State, but hold full-time employment at Palm Beach State in other than a faculty position OR the person has worked more 2,080 hours at Palm Beach State. This process is now complete **– <u>THERE IS NO NEED TO RUN CONTRACTS FOR FULL-TIME PERSONNEL WHO TEACH AS PART OF THEIR REGULAR DUTIES.</u>**

WORKING WITH CONTRACTS

In order to finish the IRM process, you need to run contracts that will create the pending assignments for Human Resources review. The Pending Assignments that are created by running contracts are held in the HR "queue." This is an electronic holding area where your pending assignments will be held until they are reviewed and approved by Human Resources. The Pending Assignment menu resides under Instructor Resource Management using the direct command **CU IM**.

Pending
Assignments
Menu

```
STC600P0          ***** PBSC Student Information System *****          STC600M1
 Mar 23,05           - Instructor Resource Management Menu -            10:44 AM
        Code   Function                                          Inst-Id Term
        +-----+----------------------------------------------+--------+----+
          IR    Maintain Instructor Resources                      O
          IC    Maintain Instructor Class Schedule                 R       R
          IO    Maintain Reassignments and Office Hours            O       O
          CO    Maintain Instructor Contract Status                O       O
          MI    Maintain Interested Person
          MC    Maintain Course Level Certification
          MM    Instructor Resource Management Load Menu
          IB    Instructor Resource Management Browse Menu
          IP    Instructor Resource Management Report Menu
          PA    Pending Assignments Menu
          ?     Help
          .     Terminate
        +---------------------------------------------------+--------+----+
         Code....: __                                        R = Required
        *Instr Id: _____                                 O = Optional
        *Term....: _____
       Direct Command: _____
       Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
            help  retrn quit                                              main
```

The Pending Assignment menu has many useful features and reports that you can use to process and browse information that will be submitted to Human Resources for processing and creating assignments.

```
STC695P0              ***** Student Information System *****
 Mar 23,05                 - Pending Assignments Menu -              10:47 AM

             Code Function
             ---- --------------------------------------------
              IN  Display Instructional Pending Assignments
              NI  Maintain Non-Instructional Pending Assignmnt
              VI  View Instructional Pending Assignments
              VN  View Non-Instructional Pending Assignments
              RI  View Rejected Instr Pending Assignments
              RN  View Rejected Non-Instr Pending Assignments
              AP  Pending Assignments Approval Menu
              RE  Pending Assignments Report Menu
              BC  Browse Instructor Contract Status
              ST  Set Capture Period
              ?   Help
              .   Terminate
             ---- --------------------------------------------
         Code: __

    Direct command...: _____
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         help  retrn quit                                              main
```

Producing Pre and Final Contracts

The contract is the adjunct acknowledgement form. In this process, you should first print and review "Pre-contracts" to check for errors and make any corrections as needed. You can make any revisions as needed to the screens previously reviewed (Faculty Load Assignment) prior to final submission to Human Resources.

To print a Final contract indicates that the information is accurate, and the pending assignment will appear in Human Resources' queue for review. After a Final contract has been printed and then an error is found, you must contact Human Resources to correct the problem.

The academic departments will print the Final contract and submit the original contract to Human Resources. The academic department should keep a copy for record-keeping.

In this process, each instructor for which you created a load screen needs to be submitted to Human Resources. If an instructor is teaching several classes for your campus and department, you may submit those classes all at one time.

This example will illustrate submitting a contract for a part-time instructor teaching a psychology class at the Lake Worth Campus.

Direct Command: **ST CU IM PA**

1. Access the pending assignments report menu

```
STC695P0                  ***** Student Information System *****
 Mar 23,05                     - Pending Assignments Menu -                10:47 AM

                 Code Function
                 ---- -------------------------------------------
                  IN  Display Instructional Pending Assignments
                  NI  Maintain Non-Instructional Pending Assignmnt
                  VI  View Instructional Pending Assignments
                  VN  View Non-Instructional Pending Assignments
                  RI  View Rejected Instr Pending Assignments
                  RN  View Rejected Non-Instr Pending Assignments
                  AP  Pending Assignments Approval Menu
                  RE  Pending Assignments Report Menu
                  BC  Browse Instructor Contract Status
                  ST  Set Capture Period
                  ?   Help
                  .   Terminate
                 ---- -------------------------------------------
                 Code: __

 Direct command...: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                                                    main
```

<table>
<tr>
<td>

2. Access the pending assignments report menu – select PC

</td>
<td>

```
STC699P0              ***** Student Information System *****
Mar 23,05             - Pending Assignments Report Menu -           11:25 AM

             Code Function
             ---- -------------------------------------------
             PC   Print Pre/Final Contract (On-line)
             AS   Pending Assignment Counts Report
             OS   Pending Assignments awaiting Approval Report
             RD   Rsp Div & Dept - Class Master (Online)
             II   Instructor Class Schedule (Online)
             BC   Non Instructional by Salary Schedule
             PM   Pending Assignments by Pay Method
             CA   Campus Academic Reports Menu
             IL   Instructor Loads Reports
             ?    Help
             .    Terminate
             ---- -------------------------------------------
         Code: __


Direct command...: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                                                  main
```

</td>
</tr>
<tr>
<td>

3. This is the pre/final contract screen - fill in the term in which you are creating contracts.

</td>
<td>

```
 IRM910P1              ***** Student System *****              IRM910M2
May 19,08             - Print Pre/Final Contract -            01:11 PM




             *Term..........: _____
             *Session Code..: ____         Leave Blank for all
              Report Type...: _            Pre/Final
             *Campus........: _____
             *Division......: ____
              Department....: ____
             *Instr Id......: _____
              Reference No..: _____
```

</td>
</tr>
</table>

PALM BEACH STATE
COLLEGE

4. Indicate the type of report, **P** for pre or **F** for final. You should always run pre-contracts first to check your information for accuracy.

```
 STC910P1                    ***** Student System *****                STC910M2
 Mar 28,05                   - Print Pre/Final Contract -               08:02 AM



                      *Term..........: _____
                      *Session Code..: ____        Leave Blank for all
                       Report Type...: P           Pre/Final
                      *Campus........: _____
                      *Division......: ____
                       Department....: ____
                      *Instr Id........._____
                       Reference No..: _____






 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       help  retrn quit                                                Main
```

5. Fill in the instructor ID of the person and the reference number of the class. If you are submitting many reference numbers for one person, you may leave the reference number blank and it will process all their classes.

```
 STC910P1                    ***** Student System *****                STC910M2
 Mar 28,05                   - Print Pre/Final Contract -               08:02 AM



                      *Term..........: _____
                      *Session Code..: ____        Leave Blank for all
                       Report Type...: P           Pre/Final
                      *Campus........: _____
                      *Division......: ____
                       Department....: ____
                      *INSTR Id........123456789
                       Reference No..: _____






 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       help  retrn quit                                                Main
```

**The pre-contract or final contracts will print at your default printer set in your security profile.
The next page has a sample contract**

Sample Pre-Contract

```
PGM: SCT910N1  STUDENT INFORMATION SYSTEM -  CURRICULUM   DATE: 03/28/2005,09:10
LIB: STARTLIB         INSTRUCTOR PRE-CONTRACT ACKNOWLEDGEMENT FORM     PAGE: 1


          FOR INSTRUCOR  1234 – EXAMPLE T. EXAMPLE
                     ALL SESSIONS


   DEGREE CODE. . . ...: 3
   DIVISION/DEPART. . .: DEG –PSY  PSYCHOLOGY
   CAMPUS. . . . . . . :                  (SELECTION FOR CLASSES ONLY)
   ADDRESS. . . . . . .:



INSTRUCTOR CLASS ASSIGNMENTS FOR TERM

        CR       LOAD     INLOAD    INLOAD  OVERLD   OVERLD PY  CALCULATED  PAY
COURSE  NC  SEC CODE      POSITION  FACTOR  POSITION FACTOR MT         PAY  BASIS
------  --  --- -------   --------  ------- -------- ------ -- ----------- ------
PSY2012  C  012 PARTTIME  PSY1ADJS                          SL    1,679.43  SALARY

    SCHD: BEG: 06/27/05  AT:6:30PM  END: 08/08/05 AT: 9:15PM  DAYS: W

  REF NBR: 71756   SESSION: 3    CRED HRS:  3.00   CONT HRS: 54.00  ENRLD: 24

  DIV/DEPT: DEG – PSY CAMPUS: 1    ACCOUNT(S): 11172000-172000-10-56000-
                                  ==========     ========  ==========
INSTRUCTOR CLASS TOTALS. . . . . .  9.00            0.00    1,679.43  SALARY
                                                               0.00  HOURLY



                                  ==========     ========  ==========
INSTRUCTOR TOTALS. . . . . . . . .  9.00            0.00    1,679.43  TOTAL
                                                           1,679,43  SALARY
                                                               0.00  HOURLY


Adjunct instructors may teach no more than 108 points per academic year, which
normally equates to no more than 36 points in any major term and no more than
36 points for summer A, B and C. Exceptions must be approved in writing by the
appropriate Associate Dean, Campus Academic Dean and Provost and submitted to
Human Resources.

Due to drop and add time constraints, all credit adjuncts will be paid the
second pay period of the term. Depending upon the date of the receipt of the
information in Human Resources, all other adjunct faculty will be paid either
the first or second pay period after the first class of the session associated
with the class.

Adjuncts are employed per term as required. There should be no expectancy
of future employment beyond this assignment. Employment is subject to all
applicable laws, policies and procedures which govern Palm Beach State
College.



          ****** END OF REPORT ******
```

After you have checked the information on the pre-contracts for accuracy, you can go through the same steps for submitting final contracts. You must submit these reports with the "F" option for final contract to have the pending assignment created that will be reviewed and approved by Human Resources.

PROCESS PENDING ASSIGNMENTS
After the Final Contracts has been printed, Human Resources will process the pending assignment and either "approve" or "reject" the pending assignments as follows:

- **Approved** – After Human Resources has processed the pending assignment at both levels, Human Resources will provide the adjunct instructor with a copy of the acknowledgement form. The instructor's name will be on the Time and Attendance screen.

- **Rejected** – Human Resources will notify the academic department that the pending assignment has been rejected. The academic department will make the revisions and follow the Final Contract process to include printing the acknowledgement form and submitting the original to Human Resources.

VIEW PENDING ASSIGNMENT STATUS

You can check the status of your submitted pending assignments to see if the assignment has been approved or rejected. There are multiple screens to view the status of a pending assignment after Final contract has been printed:

1. **Maintain Instructor Class Schedule – Direct Command: CU IM IC**
   The screen will display an "F" under the S (status) column. An "F" indicates that the pending assignment has been sent to the HR queue for Human Resources to review.

Status column

```
 STC610P1          ***** PBSC Student Information System *****          STC610M
 Mar 28,05            - Maintain Instructor Class Schedule -            1 more
 Name...........: EXAMPLE EXAMPLE
 Home Phone......: 561 555 5555           Work Phone:           Ext:
 Contract Status.: REVIEW CONTRACT         APPROVED: Y    DISABLED: Z
                   Camp  Sess  Ref     Begin    End
 Act    Course    Cntr  Code  Num     Time     Time    Days   Bldg  Room   PM S Mo
 ---  ----------  ----  ----  ------  -------  -------  -------  ----  ------  -- - --
 __    DEP2102     1     3    074907   6:00P    9:45P   M W    MD23  00123  SL F
 __    EDF2005     1     2    074958   6:00P    9:45P   T R    TC    00107  SL F
 __    PSY2012     1     3    075435   8:00A   11:45A   T R    MD23  00123  SL F
                         *** End of Data ***




 Instr Id: 021424208 Eff Trm: 20053_
 Direct Command: _____
 Add       Browse     Display    Modify     PRint      PUrge
 (R) ADD by Ref-Num (V) View Roster (C) Maintain Class
```

After Human Resources has reviewed and processed the pending assignment, the 'S' column illustrated above will display one of the following:

- **R** – the pending assignment has been rejected
- **H** – the pending assignment has been approved by Human Resources at the first level
- ***** - the pending assignment has been approved by Human Resources at the second level

2. **View Instructional Pending Assignment –**
    Direct Command - CU IM PA VI
    This screen displays pending assignments that have not been processed at the second level. These names will not yet appear on your Time and Attendance screen.

```
STC696P5                  ***** Student System *****
 Mar 28,05        - View Instructional Pending Assignments -        1 more >

 Action    Search Name      Instr-ID  Position Ref Num  PM HR App Date HR User
 ------    ----------------  --------- -------- -------  -- ---------- --------

   __  *  SAMPLE, SAMPLE    123456789 ACT1ADJS   65248  CR 12/02/2004 E001122
   __  *  SAMPLE, SAMPLE    123456789 ACT1ADJS   65255  FR 12/02/2004 E001122
   __  *  SAMPLE, SAMPLE    123456789 ACT5ADJS   65267  FR 12/02/2004 E001122
   __  *  SAMPLE, SAMPLE    123456789 MUS1ADJS   72209  SL 03/21/2005 E020452
                              *** End of Data ***




 Type Name Position Ref Sp: I _ _____ _____ _____
 Direct command...: _____
  BEnefits      DEmographics    DIsplay    SChedule    ASsignments

```

- Type an **N** (new) on the one-character line
- Enter the last name of the instructor
- Press **Enter**
- Use your **PF8** key to scroll down, **PF7** to scroll up, if necessary. If there is no HR User listed, Human Resources has not opened or processed the acknowledgement
- Place your cursor on the Action line to the left of the person's name
- Type **DI** on the action line to display the acknowledgement

To view processed acknowledgements (those approved by Human Resources at both levels), these names will appear on the Time and Attendance screen.
- Type a **Y** (yes, has been processed) on the one-character line (seen above)
- Type the last name of the person for which you are searching
- Press **Enter**
- Use your **PF8** key to scroll down, **PF7** to scroll up, if necessary; an asterisk (*) preceding the instructor's name indicates that it has been approved by both levels of Human Resources (seen above)
- Place your cursor on the Action line to the left of the person's name
- Type **DI** on the action line to display the contract

To view rejected assignments by Human Resources

- Type an **R** (rejected) on the one-character line
- Type the last name of the person for which you are searching

- Press **Enter**
- Use your **PF8** key to scroll down, **PF7** to scroll up, if necessary
- Place your cursor on the Action line to the left of the person's name
- Type **DI** on the action line to display the contract
- Press **Enter**
- The PantherNet User-ID of the person that rejected the assignment and the reason for it being rejected will display on the lower right side of the screen

Special Situations for IRM

There are many special situations which may require you to contact various college offices for assistance. This table, although not completely exhaustive of every scenario you might encounter, may help point you in the right direction.

Situation	Solution	Contact
Faculty Credentialing *The faculty name I was given to add to the class does not appear on the list of instructors approved for the course.*	The faculty member's credentials need to be approved or tracked down to see where they are in the process.	Associate Dean or Academic Services (Betty Dente)
Class Account Number *When I load the class, I do not see an account number (org number) set up for my campus for that course.*	A new account number may be needed for that campus.	Academic Services (Maryann McGann)
Person exceeds Points *When I loaded the instructor to the class, the computer told me "Maximum load exceeded – press PF5 to confirm."*	Consult with your associate dean and/or dean to make sure this is appropriate and has been approved.	Associate Dean/Dean
Team Teaching *I have more than one instructor teaching the course. How do I split the point load?*	Each person will need to be added to the class as hourly, not salary. To determine the point load, consult with your associate dean on what percent of the class each person is teaching and divide the points accordingly.	Associate Dean
Multiple Instructors *I have many instructors who teach at the same time in the same class. How do I handle this?*	Each person will need to be added to the class and reported hourly, not salary. The point load should be figured on the number of hours worked based on the point formula on page E-5.	Associate Dean

Situation	Solution	Contact
Budget Position Code Missing *I can't find a budget position code for the situation I have – all the ones that appear do not fit my situation.*	An additional budget position code may have to be created to cover your situation. You will need to email the Payroll Office with the: Account number (org number) plus which category of budget position you are missing (ADJ, OLV, or ETO) and whether you need hourly or salary. Please see page E-6 for more information.	Payroll (Cathy White)
Class Cancelled *At the last minute, the class I submitted a final contract for was cancelled.*	Pending assignment in Human Resources will need to be cancelled.	Human Resources
Instructor Resigned *After teaching a few classes, my instructor resigned – what do I do?*	You will need to add the replacement instructor to the class and make that person the primary instructor. The instructor who resigned will need to stay attached to the class as a non-primary instructor. You will need to adjust the faculty load points for the resigning instructor, and add a faculty load screen for the new instructor and run a final contract to create the pending assignment.	Human Resources
When not to use IRM *In what situations do I NOT use the IRM process?*	You would not use the IRM process for additional non-teaching assignments for faculty such as holistic grading, substitute pay or non-instructional pay for activities such as Brain Bowl.	Human Resources
Printing Contracts *Can I submit all my contracts at once for my whole department?*	Not at this time. The ability to print contracts in bulk form has been requested through the consortium.	Has been requested through the FCCSC group.
No money on the pre-contract *When I ran my pre-contracts, no money showed up.*	If the person is part –time, make sure you have the correct MAX LOAD calendar selected for a part-time person. If the person is full-time, make sure they are truly in an overload situation. If you loaded the class as overload but they do not have 45 points, no money will calculate.	Academic Services (Maryann McGann)
Can't submit Contract *I tried to submit a contract but I got the message "Final Contract cannot be run before mm/dd/yy."*	The window for submitting contracts for a session or term has not opened.	Human Resources

Faculty Load Assessment and Points

When all contracts have been submitted to Human Resources and approved for payment, the points as loaded on the **Maintain Class Instructor Load** screen should be an accurate reflection of what points the instructor was credited for in the course.

To check how many points each instructor has been credited, you may run a report on the system to check the total points (including department chair and other release points):

- **XSC031J1 FACULTY LOAD ASSESSMENT REPORT BY INSTR DIV/D**
- **XSC032J1 FAC. LOAD ASS. RPT BY INSTR LAST NAME W/ LOAD**

When these reports are run, the number of points assigned per class should match what the person is actually being paid. In the past, people may have run these reports and made changes on the paper copy and submitted that to Human Resources. **IRM requires that you make the changes on PantherNe**t, so when the reports above are run they are accurate as to the number of points awarded. Please see Section F of this manual for details on how to submit and print reports on PantherNet.

Office Hours Posting – Full-Time Faculty

As part of the Instructor Resource Management Process and also to meet state statute and rule requirements, Palm Beach State is required to enter full-time faculty office hours in the PantherNet system. These screens on which faculty office hours are recorded are not new and have not changed as a result of the implementation of the IRM system.

For more information on the requirements for posting office hours, please see Fla. Admin. Code R. 6A-14.0491 Instructional Personnel – Availability to Students, adopted by the State Board of Education, at http://www.flrules.org/gateway/ruleno.asp?id=6A-14.0491&Section=0.

This information should also be posted outside the full-time faculty member's door using the template developed and approved at the campus level. All full-time faculty office hours should be posted by the end of the first week of classes of the term.

To access the office hours screens for data entry:

Direct Command: CU IM IO – Scroll to Panel 2 of the screens by pressing the F10 key once:

```
STC640P1          ***** PBSC Student Information System *****          STC640M3
 < 2 more            - Maintain Reassignments and Office Hours -          9:34 AM

  *Action (A,P,D,N,B,M,C)    __  *Instr ID: _____
                                 *Term....: _____

                                                    Total Office Hrs:    :
  Office Hours...: 1_ of
    Start      End      Start    End       Day       Camp/               Num
    Date       Date     Time     Time    Indicators  *Ctr  Bldg  Room   Hours
   --------   --------  -------  -------  ------------- -----  ----  ------  -------
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
   _____   _____  _____  _____  _ _ _ _ _ _ _  _____  ____  _____     :
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  LOAD        ASSGN bkwrd frwrd COMM  left  right main
 8061 - Scrolling performed.
```

PALM BEACH STATE
COLLEGE

1. Select the "A" (add) transaction, enter or select the person's instructor ID, and type in the term.

```
STC640P1         ***** PBSC Student Information System *****         STC640M3
< 2 more            - Maintain Reassignments and Office Hours -       9:34 AM

*Action (A,P,D,N,B,M,C)  _   *Instr ID: _____
                              *Term....: _____

                                                 Total Office Hrs:    :
  Office Hours...: 1_ of
    Start      End     Start    End       Day         Camp/                Num
    Date       Date    Time     Time    Indicators    *Ctr  Bldg  Room   Hours
  -------- -------- ------- ------- ------------- ----- ---- ------ -------
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     help  retrn quit  LOAD       ASSGN bkwrd frwrd COMM  left  right main
8061 - Scrolling performed.
```

2. Enter the start date and end dates (typically the term dates), the days/times, and faculty office building and room number on each line as required. The system will calculate the total hours over the semester.

```
STC640P1         ***** PBSC Student Information System *****         STC640M3
< 2 more            - Maintain Reassignments and Office Hours -       9:42 AM

*Action (A,P,D,N,B,M,C)  __   *Instr ID: 123456789  EXAMPLE,EXAMPLE
 EMPLOYEE    APPLICANT      *Term....: 20051_  FALL TERM 2004

                                                 Total Office Hrs:  85:00
  Office Hours...: 1_ of 2
    Start      End     Start    End       Day         Camp/                Num
    Date       Date    Time     Time    Indicators    *Ctr  Bldg  Room   Hours
  -------- -------- ------- ------- ------------- ----- ---- ------ -------
  08/23/04 12/17/04 8:00AM_ 9:30AM_ M W _ _ _ _ _ 1____ BA__ 00125_  51:00
  08/23/04 12/17/04 3:00PM_ 4:00PM_ T R _ _ _ _ _ 1____ BA__ 00125_  34:00
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
  _____ _____ _____ _____ _ _ _ _ _ _ _ _____ ____ _____       :
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     help  retrn quit  LOAD       ASSGN bkwrd frwrd COMM  left  right main
8024 - Instructor modified successfully
```

Appendix A

Pay Method Code Table – 2015-16

CATEGORY	PAY METHOD	DESCRIPTION	CALCULATION	DOCTORATE	MASTERS	MINIMUM	
CREDIT ADJUNCT	AM	Applied Music Per Student Enrolled	# of Students Enrolled x Crs Contact Hrs +3	35.22	31.92	28.61	
	DL	Dental & Nursing Credit/Non Credit Hourly	As reported on Time & Attendance	43.06	39.12	35.18	
	IS	Independent Studies/Practicums Credit	.30 x # Students Enrolled x 5.90 x Rate	LE or LA	LE or LA	LE or LA	
	NL	Dental & Nursing Credit/Non Credit Salary	Crs Dictionary Lab/Clinical Contact Hrs+3	43.06	39.12	35.18	
	PL	Paramedic/EMT Clinical Credit Hourly	As reported on Time & Attendance	35.22	31.92	28.61	
	HL	Lecture Credit Hourly	As reported on Time & Attendance	43.06	39.12	35.18	
	SL	Lecture Credit Salary	Crs Dictionary Lecture Contact Hrs+3	43.06	39.12	35.18	
	HB	Lab Credit Hourly	As reported on Time & Attendance	35.22	31.92	28.61	
	SB	Lab Credit Salary	Crs Dictionary Lab Contact Hrs+3	35.22	31.92	28.61	
	SL/SB	Lecture Lab Combination Credit Salary	Crs Dictionary Lec Cnt Hrs+Lab Cnt Hrs+3	LE or LA	LE or LA	LE or LA	

	PAY METHOD	DESCRIPTION	CALCULATION	DOCTORATE	MASTERS	BACHELORS	MINIMUM
NON-CREDIT ADJUNCT	HA	Auxiliary/Lab Non Credit Hourly	As reported on Time & Attendance	27.74	27.74	27.74	27.74
	HV	Avocational Non Credit Hourly	As reported on Time & Attendance	27.74	27.74	27.74	22.43
	SV	Avocational Non Credit Salary	Crs Dictionary Contact (Clock) Hrs	27.74	27.74	27.74	22.43
	IN	Independent Studies Non Credit	.30 x # Students Enrolled x 5.90 x Rate	34.75	34.75	34.75	31.78
	HN	Non Credit Hourly	As reported on Time & Attendance	34.75	34.75	34.75	31.78
	SC	Non Credit Salary	Crs Dictionary Contact (Clock) Hrs	34.75	34.75	34.75	31.78
	SN	PSAV Non Credit + Orientation Salary	Crs Dictionary Contact (Clock) Hrs +3	34.75	34.75	34.75	31.78

	PAY METHOD	DESCRIPTION	Classes That Do Not Link To Work Assignments Or Do Not Result In Payment Through Work Assignments				
OTHER INSTRUCTION	CI	Contract Instructor	Instructor is paid through accounts payable				
	NP	Non Paid	Instructor donates services or paid through another funding source				
	PI	Professional Instructor	Full-time personnel (i.e. PSAV Instructor) who teach as part of regular job duties				

	PAY METHOD	DESCRIPTION	CALCULATION	ASST PROF	ASSOC PROF	PROF I	PROF II	PROF III
FULL-TIME FACULTY	IL	Faculty In-Load Classes		IL	IL	IL	IL	IL
	OC	Faculty Credit Class Overload	Course Dictionary Load Points x 5.90 x Rate	38.30	40.83	42.88	45.94	48.51
	ON	Faculty Non-Credit Class Overload	Course Dictionary Standard Hours	28.99	30.46	31.90	34.81	36.25