

SETUP:

Human Resources:

POSD	Positions must already be defined
VAL	ASGMT.CONTRACT.STATUSSES
LDPD	
LDEF	
ACTY	Can modify S.CUSTOM.CALC.ASGMT.AMOUNT subroutine to populate the payment amount automatically
ACPS	

Student System:

SECT	Sections should already have load value populated
SOFF	Section offering dates and times should be populated if paying by the hour
COMT	Consider a code (HRNON) for all non-instructional assignments
ROLE	Set up roles for each non-instruction assignment you pay faculty for (i.e. curriculum development, release time, overload)

INQUIRY and REPORTS:

Human Resources:

PACS
RFAL

Student Systems:

FWKL
FWLR
FMCR

PART-TIME Adjunct & Overload FPA Payment Method Initiated from the Student System Application

INSTRUCTIONAL for payment method FPA:

In ST:

FCTY (only if faculty is not already on file)

FASC / FMBS / FAOA

Deleted: FASC

In HR:

PACS (to view/modify add contract amount)

ASGW – to enter stipend amount for FPA type (or use custom subroutine)

CLPS (to create position and wage information)

Deleted: CLPS¶

NON-INSTRUCTIONAL for payment method FPA:

In ST:

FCTY (only if faculty is not already on file)

FMBS

FCMD or

FAOA

In HR:

PACS (to view/modify add contract amount)

ASGW – to enter stipend amount for FPA type (or use custom subroutine)

CLPS

PART-TIME Adjunct & Overload Hourly Payment Method Initiated from the Student System Application

INSTRUCTIONAL for payment method HRLY:

In ST:

FCTY (only if faculty is not already on file)

FASC / FMBS / FAOA

Deleted: FASC

In HR:

PACS (to view/modify add contract amount)

CLPP – to enter hourly rate for HRLY type

CLPS (to create position and wage information)

BIFT (to import time into payroll)

NON-INSTRUCTIONAL for payment method HRLY:

In ST:

FCTY (only if faculty is not already on file)

FMBS

FCMD or

FAOA

In HR:

PACS (to view/modify add contract amount)

CLPP – to enter hourly rate for HRLY type

CLPS (to create position and wage information)

PART-TIME Adjunct & Overload FPA Payment Method Initiated from the Human Resources Application

INSTRUCTIONAL for payment method FPA:

In HR:

FACL – Enter position and wage

In ST:

FCTY (only if faculty is not already on file)

FASC / FMBS / FAOAFASC / FMBS / FAOA / FMBS / FAOA

Deleted: FASC

In HR:

PACS (to view/modify add contract amount)

ASGW – to enter stipend amount for FPA type (or use custom subroutine)

CLPS (to create position and wage information)

Deleted: CLPS

NON-INSTRUCTIONAL for payment method FPA:

In HR:

FACL – Enter position and wage

In ST:

FCTY (only if faculty is not already on file)

FMBS

FCMD or

FAOA

In HR:

PACS (to view/modify add contract amount)

ASGW – to enter stipend amount for FPA type (or use custom subroutine)

CLPS (to create position and wage information)

Deleted: CLPS ¶

PART-TIME Adjunct & Overload Hourly Payment Method Initiated from the Human Resources Application

INSTRUCTIONAL for payment method HRLY:

In HR:

FACL – Enter position and wage

In ST:

FCTY (only if faculty is not already on file)

~~FASC / FMBS / FAOA~~

Deleted: FASC

In HR:

PACS (to view/modify add contract amount)

CLPP

BIFT

NON-INSTRUCTIONAL for payment method HRLY:

In HR:

FACL – Enter position and wage

In ST:

FCTY (only if faculty is not already on file)

FMBS

FCMD or

FAOA

In HR:

PACS (to view/modify add contract amount)

CLPP

FULL-TIME Salaried Payment Method initiated from the Human Resources Application

INSTRUCTIONAL for payment method SLRY:

In HR:

FACL – Enter position and wage

PACS – Enter shell contract including load period

In ST:

FCTY (only if faculty is not already on file)

FASC / FMBS / FAOA

Deleted: FASC

In HR:

PACS (to view)

BLFA to link assignments to shell contract

NON-INSTRUCTIONAL for payment method SLRY:

In HR:

FACL – Enter position and wage

PACS – Enter shell contract including load period

In ST:

FCTY (only if faculty is not already on file)

FMBS

FCMD or

FAOA

In HR:

PACS (to view)

BLFA to link assignments to shell contract

FULL-TIME SDA, SDI Payment Methods initiated from the Human Resources Application

INSTRUCTIONAL for payment methods SDA and SDI:

In HR:

FACL – Enter position and wage

PACS – Enter shell contract including load period

In ST:

FCTY (only if faculty is not already on file)

FASC / FMBS / FAOA

Deleted: FASC

In HR:

PACS (to view)

BLFA to link assignments to shell contract

CLPS to redistribute SDA and SDI pay methods; if using SLRY it is not necessary to make contract payable

NON-INSTRUCTIONAL for payment methods SDA and SDI:

In HR:

FACL – Enter position and wage

PACS – Enter shell contract including load period

In ST:

FCTY (only if faculty is not already on file)

FMBS

FCMD or

FAOA

In HR:

PACS (to view)

BLFA to link assignments to shell contract

CLPS to redistribute SDA and SDI pay methods; if using SLRY it is not necessary to make contract payable