Non-Credit Faculty Assignment Contract Manual
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Add New Faculty (FCTY)

- Before you can assign a faculty member to a section, that person must be considered faculty in Colleague.

- It is possible that the person may already have a record in Colleague as a student or vendor. If such a record already exists, the person will have an assigned Macomb identification number. Use caution to avoid creating a duplicate record.

- Never modify the address for an existing record. Contact Human Resources to correct address information.
Add New Faculty

1. Access the FCTY-Faculty screen.

Enter the name or identification number (social security or Macomb identification number) of the new faculty member in the Lookup box.

⇒ Click OK

The following alert displays.
⇒ Select Add

⇒ Select Y

⇒ Select P for Person

⇒ Select Add to continue
The NAE-Name and Address Entry screen displays.

Colleague assigns the faculty member a Macomb ID and populates some of the fields.

Other required information needs to be entered.

⇒ **Prefix**: (use Mr., Ms., or Dr. if you are certain that the faculty member has a doctorate degree)

⇒ **Legal name**: (as it appears on the social security card)

⇒ **Social security number**

⇒ **Source**: EMP

⇒ **Birth date**

⇒ **Address**: (by drilling down to the ADSU-Address Summary screen)

⇒ **Phone**: (by drilling down to the ADSU-Address Summary screen)

⇒ **E-mail Address**: Enter Primary e-mail address
⇒ **Ethnic/Gender**: Using the information on the back of the application for employment or the data sheet, enter the ethnic code for the person. If none is checked use U for unknown. Gender will populate from the Prefix field unless Dr is used then you will need to enter M for Male or F for Female.

Drill down on the address field on the ADSU-Address Summary screen to enter the address information.

Select address type

⇒ Click OK.
The ADR-Person Addresses screen displays.

Enter the faculty member’s address and phone information in the following order:

⇒ **Street number and name**

⇒ **City:** By entering the zip in the city field, the city and state will automatically default. Verify the accuracy of the city and state.
⇒ **Status:** Defaults (should be C, Current).

⇒ **Type:** (Enter the correct address and phone type – generally this will be the home address. You may enter more than one phone number and type, i.e., home and work numbers.)

⇒ **Save & Update**
The ADSU-Address Summary screen displays showing the information that was just entered.

⇒ Save & Update
The NAE-Name and Address Entry screen displays

Finish entering any required information (social security number, birth date) and write down the faculty member’s Macomb identification number (i.e., “0761151”). A unique identification number is generated for each person.

⇒ Save & Update

Note:

Send to HR:

* Completed new hire paperwork
* Faculty Load Report (RFAL)
Assign Faculty to a Department

1. Access the FCTY screen

2. Enter the name or identification number (social security or Macomb identification number) of the faculty member in the Lookup box. The FCTY-Faculty screen displays.

Enter the department for the faculty member.

⇒ Use the wildcard (...) in the Department field to access a list of departments.
A resolution screen listing the departments will display.

Select the department the faculty member is being assigned to.

Only choose a department that contains four characters (MATH, AUTO, BSCL)

⇒ Save & Update

The department selected will be listed as the department the faculty member is assigned to.
This example shows a faculty member assigned to the Math department.

After Updating, the department Pct. will default to 100%.

⇒ Save & Update

If you are done, click Finish or enter the ID of another faculty member to add.
Assign Faculty to a Section (FASC)
Assign Faculty to a Section

Use the Faculty Section Assignment (FASC) screen to assign faculty members to a section.

The FASC screen can be accessed directly from the menu or by detailing from the Sections (SECT) screen.

Before a faculty member can be assigned to a section, they must be considered faculty in Colleague. Refer to How to Add New Faculty (FCTY).

3. Access the FASC-Faculty Section Assignment screen

Enter the course section in the Lookup box using the format: term, course name, course number, and section or use the term and five-digit synonym.

⇒ Click OK.
Enter the faculty member’s name or identification number (Macomb identification or social security number).

OR

⇒ Click OK

If you entered the faculty member’s name, a resolution screen displays.

⇒ If more than one name displays, select the correct name.

⇒ Verify the name by comparing Macomb identification or social security numbers, address, birth date or other information.
Schedule Conflicts

A schedule conflict may occur when you attempt to assign a faculty member to sections with overlapping dates and times. If such a conflict exists, Colleague will display an alert message.

However, Colleague does not alert if the section dates/times do not overlap but still make it impossible for a faculty member to commute to another campus in time for the start of the next class, i.e., a five (5) minute difference between the previous session’s end time and next session’s start time.

It is highly recommended that all conflicts be resolved before assigning the faculty member to any section – including those that Colleague cannot detect.

After selecting the faculty member, if a schedule conflict (office hours, class, etc.) exists, the alert message below will display.

⇒ If you do not want to assign the faculty member because of the schedule conflict, click OK and Cancel

⇒ If you still want to assign the faculty member, click OK to continue assigning the faculty member to the course section.
If you receive the holiday alert, click OK to bypass it.

Notice the dark blue area of the screen.

Always verify information displayed to ensure that you have selected the correct course for faculty assignment.

The faculty member’s information will display on the FASC-Faculty Section Assignment screen.

The faculty member has been assigned to the section.

⇒ Save & Update

If you are done, click Finish or enter the next course in the Look-up box to continue assigning faculty.
3 Input Non-Credit Faculty Assignment Contracts (FASC)
Enter a Faculty Assignment Contract if Faculty Is Assigned to the Section

1. Access the FASC – Faculty Section Assignment screen
   ⇒ Enter the course section in the Course Section Lookup dialog box using either the term and section name ie: 2006NC GRDN 8000 CC101 or the term and five digit synonym ie: 2006NC 12345

   ⇒ Click ok
If a faculty member is already assigned to the section, the FASC-Faculty Section Assignment screen displays to show the information. Always verify the information in the blue header area to ensure that you have selected the correct course.

2. Enter the four critical fields: **Load, Contract Type, Position, and Load Period.** (Once these fields are entered, the contract number links them).
   - **Load:** The number of contact hours an instructor is to be paid.
   - **Teaching arrangement:** (Not a mandatory field) Use the drop down for team-taught, correction, and pro-rated. If a contract has been paid, use “correction”
   - **Start and End Date:** May be changed for pro-rated sections or corrections
⇒ **Contract Type**: Select contract type from the Lookup screen. Use ... (ellipsis) to look up contract types. All non-credit contract types begin with Z followed by a number representing the contact hourly rate to be paid.

**Contract Types:**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Description</th>
<th>Hrs</th>
<th>Def</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>208.00 Non-Credit 8.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>02</td>
<td>209.25 Non-Credit 9.25/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>03</td>
<td>209.50 Non-Credit 9.50/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>04</td>
<td>210.00 Non-Credit 10.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>05</td>
<td>211.00 Non-Credit 11.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>06</td>
<td>212.00 Non-Credit 12.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>07</td>
<td>213.00 Non-Credit 13.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>08</td>
<td>214.00 Non-Credit 14.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>09</td>
<td>215.00 Non-Credit 15.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>10</td>
<td>216.00 Non-Credit 16.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>11</td>
<td>217.00 Non-Credit 17.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
<tr>
<td>12</td>
<td>218.00 Non-Credit 18.00/Hr</td>
<td>FPA</td>
<td>NONCREDIT</td>
<td>A</td>
</tr>
</tbody>
</table>

⇒ **Position**: Select Position from the Lookup screen. Use ... (ellipsis) to look up position codes or enter the position code provided by HR. All non-credit contract types begin with Z followed by a number representing the contact hourly rate to be paid.

⇒ **Colleague automatically generates contract number.**

⇒ **Load Period**: The non-credit load period is one fiscal year, i.e. “0304NC”. (This load period is not the same code as the NC term).

⇒ **Save & Update**

📢 **Once you save the FASC screen, if you want to make any changes to an assignment contract you must delete the contract number before changing any of the four critical fields.**
Assign Faculty to a Section and enter Faculty Assignment Contract

1. Access the FASC – Faculty Section Assignment screen

   ⇒ Enter the course section in the Course Section Lookup dialog box using either the term and section name ie: 2006NC GRDN 8000 CC101 or the term and five digit synonym ie: 2006NC 12345

2. If the faculty member is not already assigned, you will get the Faculty Lookup prompt.

   ⇒ Enter the faculty member’s name or identification number (Macomb identification or social security number) in the Faculty Lookup dialog box and click OK.

3. Enter the four critical fields: **Load, Contract Type, Position, and Load Period.** (Once these fields are entered, the contract number links them).

   ⇒ **Load:** The number of contact hours an instructor is to be paid.

   ⇒ **Teaching arrangement:** (Not a mandatory field) Use the drop down for team-taught, correction, and pro-rated. If a contract has been paid, use “correction”

   ⇒ **Start and End Date:** May be changed for pro-rated sections or corrections.

   ⇒ **Contract Type:** Select contract type from the Lookup screen. Use ... (ellipsis) to look up contract types. All non-credit contract types begin with Z followed by a number representing the contact hourly rate to be paid.
4. Attention must be given when entering adjunct faculty position codes. You must use position codes that correspond to your department’s GL (general ledger) account numbers (refer to the list of position codes provided by Human Resources).

⇒ **Position:** Select the Position from the Lookup screen. Use … (ellipsis) to look up position codes or enter the position code provided by HR. Always select the appropriate position code for the contract type using the table below as a guide:

**Non-Credit Faculty Only**

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Position Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z20</td>
<td>TNCREDS</td>
</tr>
</tbody>
</table>

4. When entering the position code using the Lookup(...), you will receive this alert. Click Y (Yes).
CAUTION: The alert below only appears if you clicked N (No) to the “Select from all current positions for this faculty member? (Y/N)” alert above. If you receive this alert, click No to return to the FASC screen. Type the correct adjunct position code from a list provided by Human Resources.

The alert below will appear for newly hired faculty members until HR receives new hire paperwork and completes the new hire process. Refer to – How to Add New Faculty (FCTY).

⇒ Click OK.
⇒ Colleague automatically generates contract number.
⇒ Load Period: The non-credit load period is one fiscal year, i.e. “0304NC”. (This load period is not the same code as the NC term).
⇒ Save & Update

An alert displays indicating that the load you entered may not be equal to the default section load. Click OK.

Once you save the FASC screen, if you want to make any changes to an assignment contract you must delete the contract number before changing any of the four critical fields.
If you omitted information in any of the critical fields (load, load period, contract type, or position code) you will receive the following alert.

⇒ Click OK and enter the missing information

⇒ Save & Update

If you are done, click Finish or enter the next course to continue inputting faculty assignments

Delete or Change an Assignment Contract

1. Once you save the FASC screen, you must access the FASC screen and delete the contract number before making any changes to an assignment contract

2. If you receive a warning that you are deleting a payable contract you MUST contact Human Resources (Lynda Weeks) immediately by email.
(FAOA) How to Input Other Non-Credit Assignments
(FAOA) How to Input Other Non-Credit Assignments (Assignments that are not specific to a class section)

**VERY IMPORTANT:** You cannot delete an entire assignment once it has been entered. You may make changes to the assignment but it cannot be erased so be very careful before you save and update on the FAOA screen.

1. Access the FAOA-Faculty Organization Assignment Screen

⇒ Enter the type of assignment if known in the Campus Org Lookup box or use … (ellipsis) to search.
2. If you entered the wildcard (…), a resolution screen displays.

3. Select the code from the resolution screen.
   ⇒ Contact HR if a code you need is not listed. As needed, Human Resources adds codes.

4. Enter the faculty member’s name or identification number (Macomb identification or social security number) in the Faculty Lookup dialog box
   ⇒ Click OK.

5. If you entered the faculty member’s name, a resolution screen appears.
   ⇒ If more than one name appears, verify the correct name has been selected by comparing Macomb identification or social security numbers, address, birth date or other information.
Select the correct name from the list.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Name</th>
<th>Address</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teach, Robin</td>
<td>123 Macomb Way</td>
<td>YG01-90-1231</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Macomb, MI 48042</td>
<td>06/02/03</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FAC,HUD</td>
<td>12/26/XX</td>
</tr>
</tbody>
</table>

6. Enter the Assignment

⇒ **Start date**: The beginning of the coverage period

⇒ **End date**: The end of the coverage period

⇒ **Load**: The equated hours for the assignment

⇒ **Role**: Not used

⇒ **Contract type**: Z followed by the appropriate dollar amount. The contract type can be selected from the Lookup (…) screen.

⇒ **Position**: The faculty member’s TNCRE... position. You may select position type from the Lookup (…) screen or enter the position code provided by Human Resources. *Never enter a new position code for a full-time employee of the college. Contact Human Resources to input an additional position.*

⇒ **Contract number**: Automatically generated. Do not enter anything.
Once you have saved the screen, if you want to make any changes to an assignment to a particular contract, you must delete the contract number before making changes.

⇒ **Load period**: Fiscal year, for example, 0304NC (2003-2004). This is different than the semester designation.

⇒ **Contact hours**: Not used

⇒ **Measure**: Not used

⇒ **Comments**: Usage is optional and includes any applicable comments about the assignment.

⇒ **Save & Update**

The Campus Org LookUp displays. Add other assignments or click finish to exit to the main menu.
5 RFAL – Run the Faculty Assignment Report
How to Run the Faculty Assignment Report (RFAL)

The faculty assignment report can be run as many times as needed. The final copy needs to have signatures prior to submitting to Human Resources for payment.

1. Switch to the HR application using the Apps item on the menu bar.

2. Access the RFAL screen and enter:

   ⇒ Load period (0304NC)
   ⇒ Faculty member(s) (Use the ID number of each faculty for which you would like a report)

   ⇒ Save & Update
⇒ Enter H for Output Device

⇒ Save & Update

⇒ Enter C (Como) to Execute in Background mode

⇒ Save & Update
Example of RFAL

⇒ To print the report, click on the Printer icon.
⇒ Click on the door to exit the browser.