

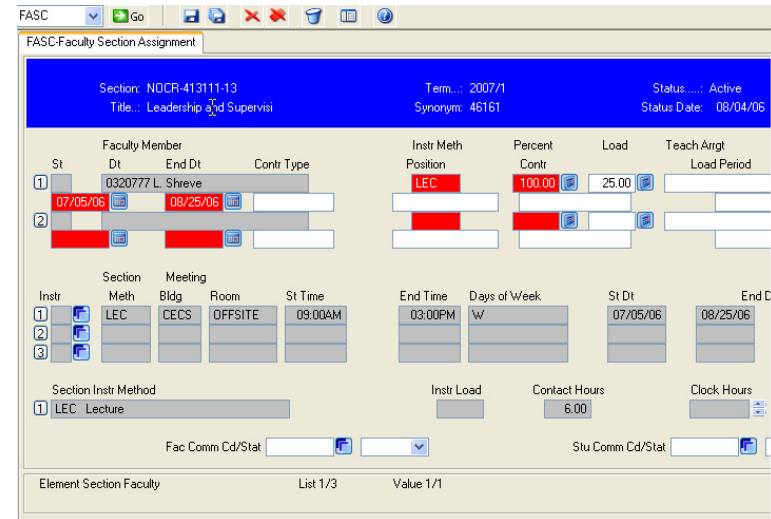


# Printing CE Contracts Payroll or Contract

## Basic Steps

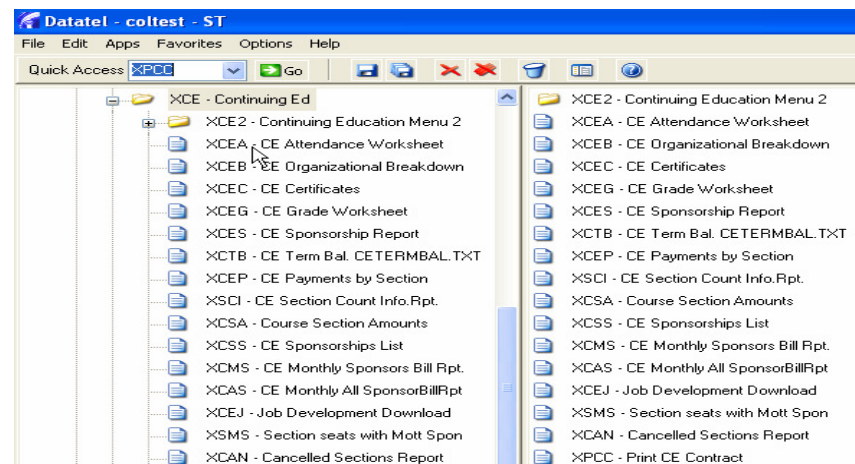
For class instruction

- **FASC**
  - Instructors name (person must be on vendors list or registered with Human Resources)
  - Percent will default 100% (can be changed if there are two instructors)
  - Load is the dollar amount that they are being paid for this class
  - Section information will default



## XPCC

- **Before you begin you need to know:**
  - Printer number
  - Payroll or Contract
  - Term
  - Section number
  - Instructor Datatel Id





# Paying instructor for teaching class

## XPCC

- Choose Printer
- Choose Section
- Enter Section Number
- Choose Payroll or Contract
- Enter term
- Instructor & Coordinator sign

```

Datatel - collive - ST
1 - bf103hp4k01 16 - cn1024hp42k2 31 - cn1027hp4k01 46 - cn1117hp41k
2 - cl10hp41k01 17 - cn1024hp42k4 32 - cn1028hp2430 47 - cn1121hp5m01
3 - cn1000hp4k01 18 - cn1024hp4k01 33 - cn1028hp401 48 - cn1136hp4k01
4 - cn1001hp4k01 19 - cn1024hp4k02 34 - cn1028hp4610 49 - cn1143hp5m01
5 - cn1001hp4k02 20 - cn1024hp4k03 35 - cn1030hp4k01 50 - cn1145hp4k01
6 - cn1003hp4k01 21 - cn1024hp4k01 36 - cn1032hp42k1 51 - cn1146hp4k01
7 - cn1004hp4k01 22 - cn1024hp5m01 37 - cn1101hp5m01 52 - cn1150hp2200
8 - cn1007hp4k01 23 - cn1025hp4k01 38 - cn1111hp5m01 53 - cn1150hp4k01
9 - cn1017hp2430 24 - cn1026hp41k1 39 - cn1115hp4p01 54 - cn1204hp4250
10 - cn1017hp41k1 25 - cn1026hp4250 40 - cn1117hp41k 55 - cn1206hp4250
11 - cn1021hp401 26 - cn1026hp8k01 41 - cn1117hp2200 56 - cn1208hp41k
12 - cn1021hp4k01 27 - cn10261x93400 42 - cn1117hp402 57 - cn1309hp42k
13 - cn1024hp4050 28 - cn10261x93400 43 - cn1117hp4k01 58 - cn1309hp41k1
14 - cn1024hp42k1 29 - cn10261x9341 44 - cn1117hp4k02 59 - cn1309hp4k0
15 - cn1024hp42k2 30 - cn10261x9342 45 - cn1117hp4k1 60 - cn1309hp4k02
...more...

Enter a printer number for the report to be printed on.
(From 1 to 60 on the list or Q to Quit - Enter For more): █
  
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Datatel - collive - ST

Datatel process for generating a CE contract

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By (S)ection or (C)oordination: █

Datatel - coltest - ST

Datatel process for generating a CE contract

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Enter the section name: NOCR-413311-111 █

Datatel - collive - ST

Datatel process for generating a CE contract

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By (P)ayroll or (C)ontract: █

Datatel - collive - ST

Datatel process for generating a CE contract

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Enter the term: 2007/3 █



# Paying a Person for Coordination

## XPCC

- Choose Printer
- Choose **C**oordination
- Enter term
- Enter Coordinator Id (must be in Datatel)
- Enter Hours of Coordination
- Enter hourly rate of pay
- Enter beginning & ending dates
- Enter GL number to draw money from to pay for coordination
- Instructor & Coordinator sign

