

FACULTY WORKLOAD

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Faculty Workload Overview

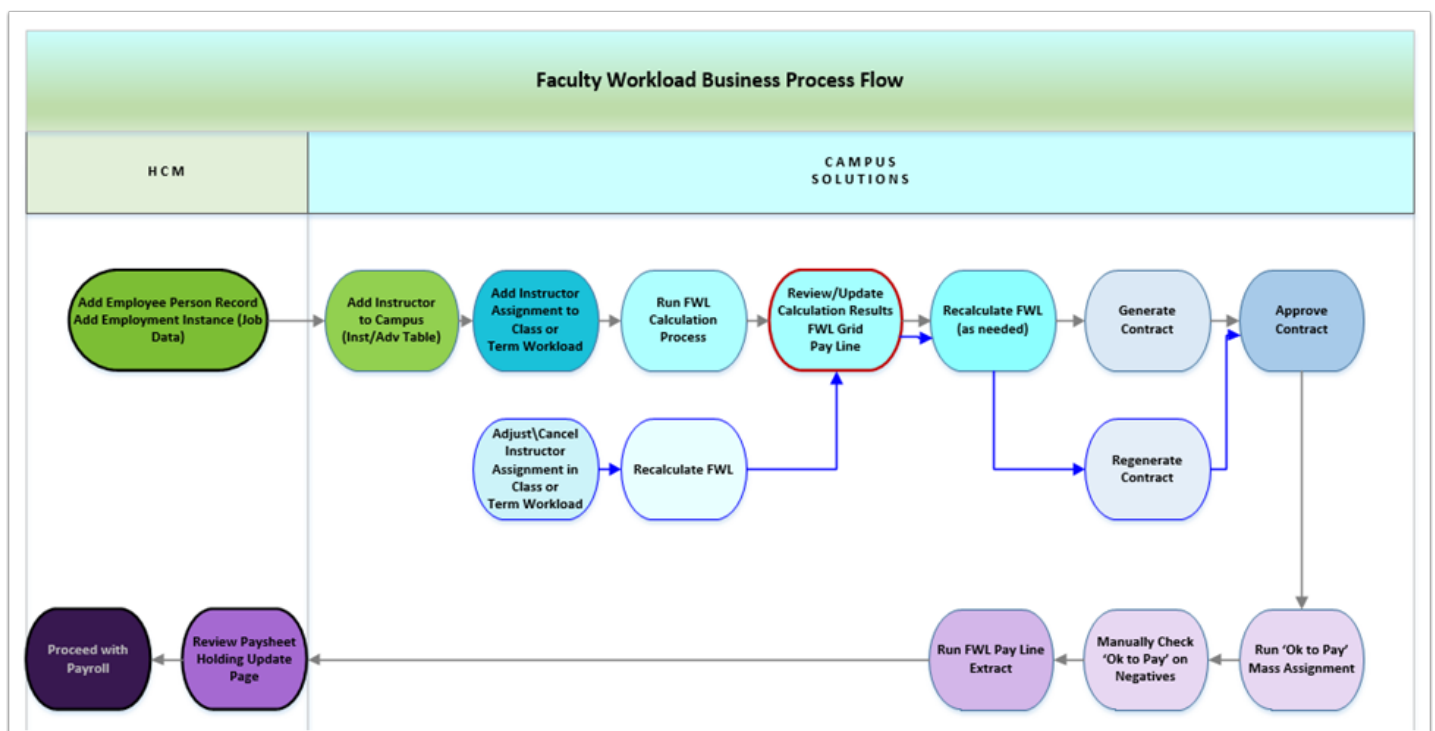
Understanding the FWL Pay Line

Purpose: Use this document as a reference for understanding how the CS to HCM Pay Line is generated, changes on recalculation, is updated for Earn Code and Account Code changes, handles reductions in pay, allows pay to be sent to payroll and reflects payments already sent.

Audience: Class Scheduling Staff, HR\Payroll Staff

Navigation: Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

The FWL Pay Line (CS to HCM Pay Line) section of the HCM Data Info page is part of the **Maintain Faculty Workload** component, which is the heart of the Faculty Workload process in that it serves as a "workspace" to store pertinent data. The **Pay Line** exists in the same component as the **FWL Grid** and **Calculation Results** and is half-way through the FWL process.



The FWL Pay Line is refreshed each time a calculation is performed IF the Total Pay value on a contract is greater than zero (\$0), or if a contract does not generate pay, but is retracting pay that has already been sent to payroll, then negative Pay Lines will appear, even though the Total Pay is \$0.

FWL Pay Line will Calculate the correct number of payments based on individual Class start and end date. The class to be removed completely from CS to HCM pay line when there is no pay sent. The pay amount and hours will adjust for decrement/increment in total salary.

CS to HCM Pay Line

Effective Date: 05/20/2016 Eff Seq: 0

Example of Positive Pay Lines

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Contact Hrs by Pay Date	FTE %	Contracted Hours	*Amt Per Pymt	OK to Pay	Pay Date	Pay Sent
1 1266	0	SOC&	101	LEC	P22	98740	13.75	33.333	0.00	\$969.50	☐	07/11/2016	☐
2 1266	0	SOC&	101	LEC	P22	98740	13.75	33.333	0.00	\$969.50	☐	07/25/2016	☐
3 1266	0	SOC&	101	LEC	P22	98740	13.75	33.333	0.00	\$969.50	☐	08/10/2016	☐
4 1266	0	SOC&	101	LEC	P22	98740	13.75	33.333	0.00	\$969.50	☐	08/25/2016	☐

CS to HCM Pay Line

Effective Date: 08/16/2016 Eff Seq: 0

Example of Negative Pay Lines

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Hours per Pay Date	FTE %	Contracted Hours	*Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 2026	2	HLTH	101	U06	F17	98808	0.00	1.000	0.00	\$-194.83	☐	08/10/2016	☐
2 2026	2	HLTH	101	U06	F17	98808	0.00	1.000	0.00	\$-194.83	☐	08/25/2016	☐
3 2026	2	HLTH	101	U06	F17	98808	0.00	1.000	0.00	\$-194.83	☐	09/09/2016	☐
4 2026	2	HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.11	☒	07/25/2016	☒

Upon initial calculation the Pay Line will appear in 'draft' form, meaning no payments can be picked up and sent to payroll. If the calculation process is run for a *Full-Time Faculty* and their class assignments are all attributed to *'regular load'* the Pay Line will not display any values. No contract would be generated, since no Pay Line record exists.

3 00001471 FAC 0 Primary Active Active 220220 170 HR171 98746 FTF 11 [View Job Data](#)

HCM Data Contract Info

Contract #	Contract Generation Date	Contract Type	Description	Roll up FTE %	Total Amount	Contract Generated	Contract Approved	Contract Signed	Contract Rejected	Contract Rescinded	Contract Regenerated	View Contract	Recalc	Regenerate
1				0.000	0.00	☐	☐	☐	☐	☐	☐	View Contract	Recalc	Regenerate

CS to HCM Pay Line

Effective Date: 08/16/2016 Eff Seq: 0

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contract hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 0	0						0.00	0.000	0.00	\$0.00	☐		☐

If the calculation process is run for a *Full-Time Faculty* and some class assignments are attributed to '*regular load*' and others are attributed to 'Moonlight' pay, then a Pay Line will display only for those classes being paid via FWL for their moonlight assignment. No contract would be generated for their regular load, but a Moonlight contract would generate for that portion of the pay. Upon initial calculation or even subsequent recalculation the Pay Line will exist in 'draft' form until such time as the contract has been generated and approved.

 **Note:** Need more information on generating online contracts (appointment letters)? Refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#)

3 0001471 FAC 0 Primary Active Active 220220 170 HR171 98746 FTF 11 [View Job Data](#)

Contract #	Contract Generation Date	Contract Type	Description	Roll up FTE %	Total Amount	Contract Generated	Contract Approved	Contract Signed	Contract Rejected	Contract Rescinded	Contract Regenerated	View Contract	Recalc	Regenerate
1				0.000	0.00							View Contract	Recalc	Regenerate

CS to HCM Pay Line

Effective Date: 08/16/2016 Eff Seq: 0

Until the online contract (appointment letter) is generated and approved, the Ok to Pay check box is inaccessible, therefore no pay can be sent to payroll.

Class Nbr	Empl Rsn	Subject	Catalog	Assn Type	Pay Group	Department	Term Contract Hours	ETE %	Contracted Hours	*Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 1393	0	ENGL	96	M03	F17	98746	9.17	33.333	0.00	\$565.94	☐	10/10/2016	
2 1393	0	ENGL	96	M03	F17	98746	9.17	33.333	0.00	\$565.94	☐	10/25/2016	
3 1393	0	ENGL	96	M03	F17	98746	9.17	33.333	0.00	\$565.94	☐	11/10/2016	
4 1393	0	ENGL	96	M03	F17	98746	9.17	33.333	0.00	\$565.94	☐	11/25/2016	
5 1393	0	ENGL	96	M03	F17	98746	9.17	33.333	0.00	\$565.94	☐	12/09/2016	
6 1393	0	ENGL	96	M03	F17	98746	9.15	33.333	0.00	\$565.96	☐	12/23/2016	

CS to HCM Pay Line

Effective Date: 08/16/2016 Eff Seq: 0

Class Nbr	Empl Rsn	Seq	*Earnings Code	*Account Code	Split %	Last Update Date/Time	Updated by
1 1393	0	1	FTF	000169420	0.000	08/16/16 11:23:54AM	CTC_FUNCTIONAL
2 1393	0	2	FTF	000169420	0.000	08/16/16 11:23:54AM	CTC_FUNCTIONAL
3 1393	0	3	FTF	000169420	0.000	08/16/16 11:23:54AM	CTC_FUNCTIONAL
4 1393	0	4	FTF	000169420	0.000	08/16/16 11:23:54AM	CTC_FUNCTIONAL
5 1393	0	5	FTF	000169420	0.000	08/16/16 11:23:54AM	CTC_FUNCTIONAL
6 1393	0	6	FTF	000169420	0.000	08/16/16 11:23:54AM	CTC_FUNCTIONAL

Depending on how the Job Data record is established, there may be multiple Earnings Codes tied to the Full-Time Faculty job on the CTC Earnings Distribution page in HCM. It is highly possible that the system will pick the first record on that page and that may not be the desired 'MLC' Earnings Code and Combo Code, if so these values must be updated.

Work Location Job Information Job Labor Payroll Salary Plan Compensation CTC Job Data **CTC Earnings Distribution**

Empl ID 10100
Employee Empl Record 0

Job Information Find First 1 of 2 Last

Effective Date 09/15/2015 Go To Row

Effective Sequence 1 Action Pay Rate Change

HR Status Active Reason Salary Increase(By Percent)

Payroll Status Active Job Indicator Primary Job Current

Earnings Distribution Personalize Find First 1-2 of 2 Last

*Earnings Code	Description	Combination Code	*Percent of Distribution	Primary
FTF	Full Time Faculty Contract	000169420	100.000	☒
MLC	Moonlight Contract	000166736	100.000	☐

If the Earnings Code or Combo Code require changing on the Pay Line, this needs to be completed prior to generating the online Contract (appointment letter) or the contract will not have the appropriate Earnings Code displayed. Use the Earnings Code lookup to find the Earnings Code available and select the correct coding to ensure the pay is coming out of the right budget. Make sure to updated EACH line on the Pay Line and click Save.

Warning: Keep in mind that at this time (enhancement pending) the lookup displays all Earnings Code for all employee record numbers tied to the instructor, not just those associated with the Empl Rcd# displayed on the Pay Line. The same is true for the Account Code (*Combo Code*) field, so caution is advised when updating these values on the Pay Line to ensure that the right codes for that job are selected. Use the View Job Data link to view the CTC Earnings Distribution page if needed to confirm.

HCM Data Information

HCM Position Job Summary

Position Number	Empl Class	Empl Rod #	Empl Rod # Descr	HR Status	Payroll Status	Job Code	Comp
1	FAC	1	Secondary	Active	Active	960000	170
2	PTF	2	Secondary	Active	Active	440004	170
3 00001471	FAC	0	Primary	Active	Active	220220	170

HCM Data Contract Info

Contract #	Contract Generation Date	Contract Type	Description	Roll up FTE %
1				0.000

CS to HCM Pay Line

Effective Date: 08/16/2016 Eff Seq: 0

Personalize | Find |

Class Nbr	Empl Rod#	Seq No	*Earnings Code	*Account Code	Split %	Last Update Date
1 1393	0	1	FTF	000169420	0.000	08/16/16 11:23:54AM

Look Up Earnings Code

Earnings Code:

Description:

[Basic Lookup](#)

Search Results

View 100 First Last

Earnings Code	Description
FTF	Full Time Faculty Contract
MLC	Moonlight Contract
PTF	P/T Faculty Contract
PTH	P/T Faculty Hourly

CS to HCM Pay Line													
Find View All First 1 of 2 Last													
Effective Date: 06/24/2016 Eff Seq: 0													
Personalize Find First 1-12 of 12 Last													
First	Second	Empl Rod#	Subject	Catalog	Assign Type	Pay Group	Department	Hours per Pay Date	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date
1	2026	2 HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.11	☒	07/25/2016	☒
2	2026	2 HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.11	☐	08/10/2016	☐
3	2026	2 HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.11	☐	08/25/2016	☐
4	2026	2 HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.12	☐	09/09/2016	☐
5	2033	2 HLTH	174	U06	F17	98808	8.25	20.000	0.00	\$593.11	☒	07/25/2016	☒
6	2033	2 HLTH	174	U06	F17	98808	8.25	20.000	0.00	\$593.11	☐	08/10/2016	☐
7	2033	2 HLTH	174	U06	F17	98808	8.25	20.000	0.00	\$593.11	☐	08/25/2016	☐
8	2033	2 HLTH	174	U06	F17	98808	8.25	20.000	0.00	\$593.12	☐	09/09/2016	☐
9	2044	2 PE	186	U06	F17	98808	1.65	3.000	0.00	\$88.97	☒	07/25/2016	☒
10	2044	2 PE	186	U06	F17	98808	1.65	3.000	0.00	\$88.97	☐	08/10/2016	☐
11	2044	2 PE	186	U06	F17	98808	1.65	3.000	0.00	\$88.97	☐	08/25/2016	☐
12	2044	2 PE	186	U06	F17	98808	1.65	3.000	0.00	\$88.96	☐	09/09/2016	☐

CS to HCM Pay Line

Find | View All First 1 of 2 Last

Effective Date: 06/24/2016

Eff Seq: 0

Personalize | Find | First 1-12 of 12 Last

First	Second	Third	Class Nbr	Empl Red#	Seq No	Earnings Code	Account Code	Split %	Last Update Date/Time	Updated by		
1	2026	2	1	PTF	000161951	0.000	08/16/16 10:28:48AM	CTC_FUNCTIONAL	+	-		
2	2026	2	2	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		
3	2026	2	3	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		
4	2026	2	4	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		
5	2033	2	1	PTF	000161951	0.000	08/16/16 10:28:48AM	CTC_FUNCTIONAL	+	-		
6	2033	2	2	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		
7	2033	2	3	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		
8	2033	2	4	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		
9	2044	2	1	PTF	000161951	0.000	08/16/16 10:28:48AM	CTC_FUNCTIONAL	+	-		
10	2044	2	2	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		
11	2044	2	3	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		
12	2044	2	4	PTF	000161951	0.000	06/24/16 3:06:56PM	101002897	+	-		

HCM Data Contract Info

Personalize | Find | First 1 of 1 Last

Contract #	Contract Generation Date	Contract Type	Description	Roll up FTE %	Total Amount	Contract Generated	Contract Approved	Contract Signed	Contract Rejected	Contract Rescinded	Contract Regenerated	View Contract	Recalc	Regenerate
1 172216577	06/24/2016	U06	Summer Effort [ATHL]	43.000	5100.77	☒	☒	☐	☐	☐	☐	View Contract	Recalc	Regenerate

CS to HCM Pay Line

Find | View All First 1 of 2 Last

Effective Date: 06/24/2016

Eff Seq: 0

Personalize | Find | First 1-12 of 12 Last

First	Second	Third	Class Nbr	Empl Red#	Subject	Catalog	Assign Type	Pay Group	Department	Hours per Pay Date	FTE %	Contracted Hours	*Amount Per Payment	OK to Pay	Pay Date	Pay Sent		
1	2026	2	HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.11	☒	07/25/2016	☐	+	-		
2	2026	2	HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.11	☐	08/10/2016	☐	+	-		
3	2026	2	HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.11	☐	08/25/2016	☐	+	-		
4	2026	2	HLTH	101	U06	F17	98808	8.25	20.000	0.00	\$593.12	☐	09/09/2016	☐	+	-		
5	2033	2	HLTH	174	U06	F17	98808	8.25	20.000	0.00	\$593.11	☒	07/25/2016	☐	+	-		
6	2033	2	HLTH	174	U06	F17	98808	8.25	20.000	0.00	\$593.11	☐	08/10/2016	☐	+	-		
7	2033	2	HLTH	174	U06	F17	98808	8.25	20.000	0.00	\$593.11	☐	08/25/2016	☐	+	-		
8	2033	2	HLTH	174	U06	F17	98808	8.25	20.000	0.00	\$593.12	☐	09/09/2016	☐	+	-		
9	2044	2	PE	186	U06	F17	98808	1.65	3.000	0.00	\$88.97	☒	07/25/2016	☐	+	-		
10	2044	2	PE	186	U06	F17	98808	1.65	3.000	0.00	\$88.97	☐	08/10/2016	☐	+	-		
11	2044	2	PE	186	U06	F17	98808	1.65	3.000	0.00	\$88.97	☐	08/25/2016	☐	+	-		
12	2044	2	PE	186	U06	F17	98808	1.65	3.000	0.00	\$88.96	☐	09/09/2016	☐	+	-		

Note: For information on how to run the FWL Calculation Process to load or update the FWL Pay Line, refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

Understanding FWL Calculation Results

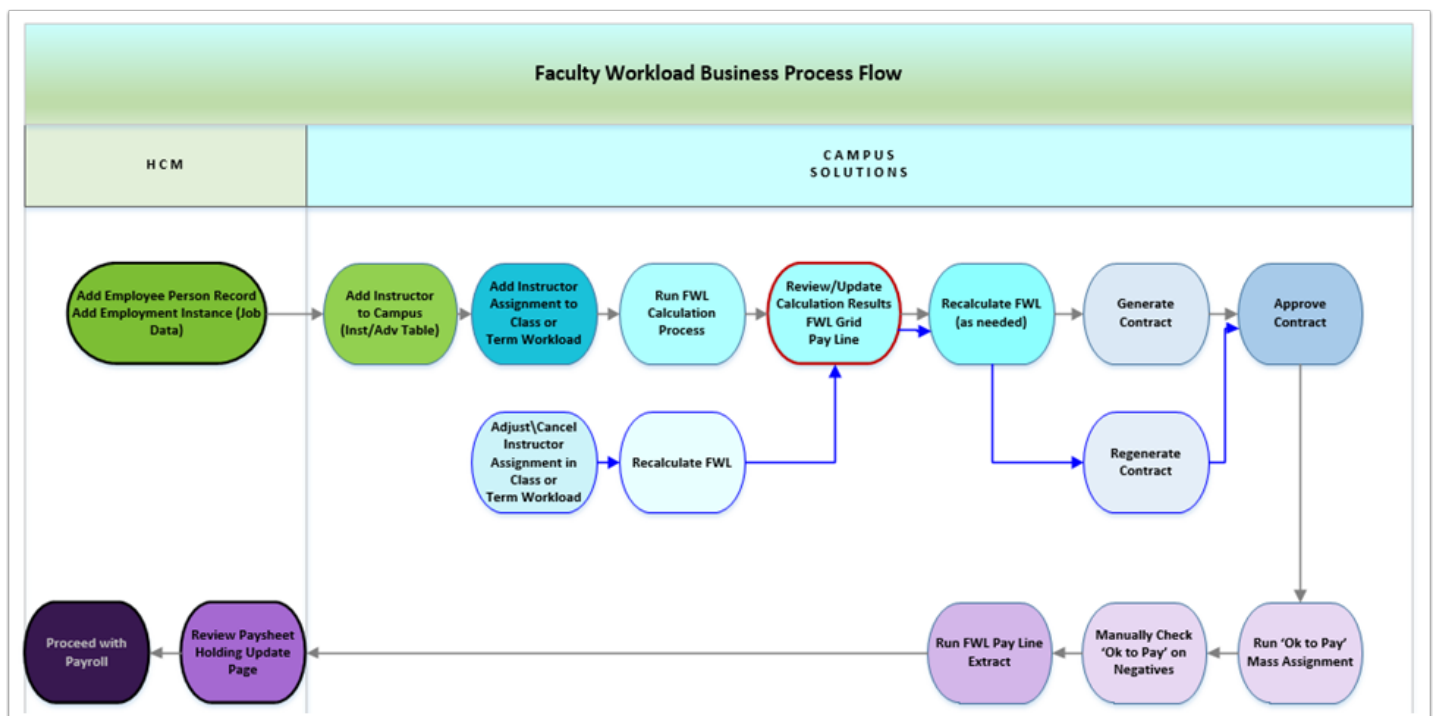
Purpose: Use this document as a reference for understanding how the Calculation Results page within the Maintain Faculty Workload component is loaded, changes upon recalculation and can differ in appearance from Contract Type to Contract Type.

Audience: Class Scheduling Staff, HR\Payroll Staff

Navigation: Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

Overview of FWL Calculation Results

The FWL Calculation Results page is part of the **Maintain Faculty Workload** component, which is the heart of the Faculty Workload process in that it serves as a "workspace" to store pertinent data. The Calculation Results page exists in the same component as the FWL Grid and CS to HCM Pay Line and is half-way through the FWL process. The page is refreshed each time a calculation is performed. Contracts where changes have occurred will appear with new data, those without changes will simply be carried forward so that the latest record shows the Calculation Results for all current Contract Types. All results on the page are display only as all changes that would impact a contract are made on the [FWL Grid](#) page.



The FWL Calculation Results page stores the relevant variables used in each calculation. The results displayed vary by contract (pay formula), meaning the fields you see on the results page

will be different depending on how each contract is calculated. If Term Max Load Rate is used in the calculation, it will appear in the result for that contract, but if Minimum [hourly] Rate is used, then this will display rather than the Term Max Load Rate.

[HCH Data Page](#)
[FWL Grid](#)
[Calculation Results](#)
[FWL Notes/Comments](#)

FWL Calculation Results

Find | View All

Effective Date: 06/09/2016 Eff Seq: 1

Contract Types

Find First 1 of 1 Last

Contract Type: CE1 Continuing Education

Class Information

Class	Empl Class	Empl Rcd#	Subject	Class Comp	FTE %	Min Contract Rate	Assignment Type	Fees Override	Description	Term Contract Hours	Unit	Weekly Contract Rate	Actual Contract Rate	F/T Base Term Contract Hrs	Interim Pay calculation	Total Pay for Term	Contracted Hours	
1 3215	FAC		6 FITNS	Laboratory	0.779	\$25,000	C25	\$0.00	N	Continuing Education - \$25	0.00	0.00	0.01	\$0,000	305.00	0.000	\$75.00	3.00

Contract Type: EXC Faculty Excluded Classes

Class Information

Class	Empl Class	Subject	Class Comp	FTE %	Assignment Type	Description	Term Contract Hours	Unit	Weekly Contract Rate	F/T Base Term Contract Hrs	Weeks in Term
1 4037	FAC	PE	Laboratory	0.000	NON	Not Included in Workload	0.00	1.00	2.00	0.00	0
2 4039	FAC	PE	Laboratory	0.000	NON	Not Included in Workload	0.00	2.00	4.00	0.00	0

Contract Type: F06 FTE Only Athletics

Class Information

Class	Empl Class	Empl Rcd#	Subject	Class Comp	FTE %	Assignment Type	Description	Term Contract Hours	Unit	Weekly Contract Rate	F/T Base Term Contract Hrs	Weeks in Term
1 3944	FAC		0 HLTH	Lecture	20.000	006	Adjunct Athletics	33.00	3.00	3.00	165.00	11
2 3945	FAC		0 HLTH	Lecture	20.000	006	Adjunct Athletics	33.00	3.00	3.00	165.00	11
3 4036	FAC		0 PE	Laboratory	20.000	006	Adjunct Athletics	44.00	1.00	2.00	220.00	11
4 4038	FAC		0 PE	Laboratory	20.000	006	Adjunct Athletics	44.00	2.00	4.00	220.00	11

Contract Type: S19 Special Asgmt WAOL Non-Mode

Class Information

Empl Class	Empl Rcd#	FTE %	Min Contract Rate	Assignment Type	Fees Override	Description	Term Contract Hours	Actual Contract Rate	F/T Base Term Contract Hrs	Interim Pay calculation	Total Pay for Term	Contracted Hours	
1 FAC	5	13.333	\$31,170	S19	\$0.00	N	Special Assignment: WAOL	0.00	\$0,000	165.00	0.000	\$655.74	22.00

What appears in each Contract Type results section differs depending on what variables are used when calculating that pay formula.

The FWL Calculation Results page, like each page in the Maintain Faculty Workload component, generates a new 'current' view with the Effective Date of the initial calculation or recalculation. If more than one recalculation occurs on the same day, the Effective Sequence number increments up. Upon first accessing the FWL record, only the latest Effective Date/Effective Sequence data is visible. In the upper, right hand corner of the page the user can click through each Effective Sequence on the latest Effective Date to view the calculation history that occurred on that latest Effective Date.

To view all Calculation Results every generated for the term, click the Include History link on the button, left hand corner. In the example below there are two Calculation Results visible with the Effective Date of 06/09/2016. When Include History is clicked, the record count goes up to 5.

FWL Calculation Results Find | View All First 2 of 2 Last

Effective Date: 06/09/2016 Eff Seq: 0

HCM Data Page | FWL Grid | **Calculation Results** | FWL Notes/Comments

FWL Calculation Results Find | View All First 1 of 2 Last

Effective Date: 06/09/2016 **EFF Seq: 1**

Contract Types Find First 1 of 1 Last

Contract Type: CE1 Continuing Education

Class Information Personalize | Find First 1 of 1 Last

HCM Data Page | FWL Grid | **Calculation Results** | FWL Notes/Comments

FWL Calculation Results Find | View All First 2 of 2 Last

Effective Date: 06/09/2016 **EFF Seq: 0**

Contract Types Find First 1 of 1 Last

Contract Type: CE1 Continuing Education

Class Information Personalize | Find First 1 of 1 Last

Personalize Find First 1 of 1 Last				
Base	Interim Pay calculation	Total Pay for Term	Contracted Hours	Enrolled Student Threshold
65.00	0.000	\$3395.66	55.00	25

Update/Display
Include History
Correct History

Find | View All
First 1 of 5 Last

The Calculation Results will be displayed regardless of whether the calculation generates pay. In this way the user can see when the system calculates and excludes classes from pay or generates FTE% only to record a Full-Time Faculty regular load.

Contract Type: EXC Faculty: Excluded Classes

Class Information												Personalize Find  First 1-2 of 2 Last
	Class	Empl Class	Subject	Class Comp	FTE %	Assignment Type	Description	Term Contact hours	Unit	Weekly Contact Hours	F/T Base Term Contact Hrs	Weeks in Term
1	4037	FAC	PE	Laboratory	0.000	NON	Not Included in Workload	0.00	1.00	2.00	0.00	0
2	4039	FAC	PE	Laboratory	0.000	NON	Not Included in Workload	0.00	2.00	4.00	0.00	0

Contract Type: F06 FTE Only: Athletics

Class Information									Personalize Find 		First  1-4 of 4  Last		
	Class	Empl Class	Empl Rcd#	Subject	Class Comp	FTE %	Assignment Type	Description	Term Contact hours	Unit	Weekly Contact Hours	F/T Base Term Contact Hrs	Weeks in Term
1	3944	FAC		0 HLTH	Lecture	20.000	006	Adjunct: Athletics	33.00	3.00	3.00	165.00	11
2	3945	FAC		0 HLTH	Lecture	20.000	006	Adjunct: Athletics	33.00	3.00	3.00	165.00	11
3	4036	FAC		0 PE	Laboratory	20.000	006	Adjunct: Athletics	44.00	1.00	2.00	220.00	11
4	4038	FAC		0 PE	Laboratory	20.000	006	Adjunct: Athletics	44.00	2.00	4.00	220.00	11

i Note: The Calculation Results appears after the FWL Calculation Process is run. For information on how to run the FWL Calculation Process in batch to load the FWL Grid and Calculation Results, refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

Understanding FWL Grid

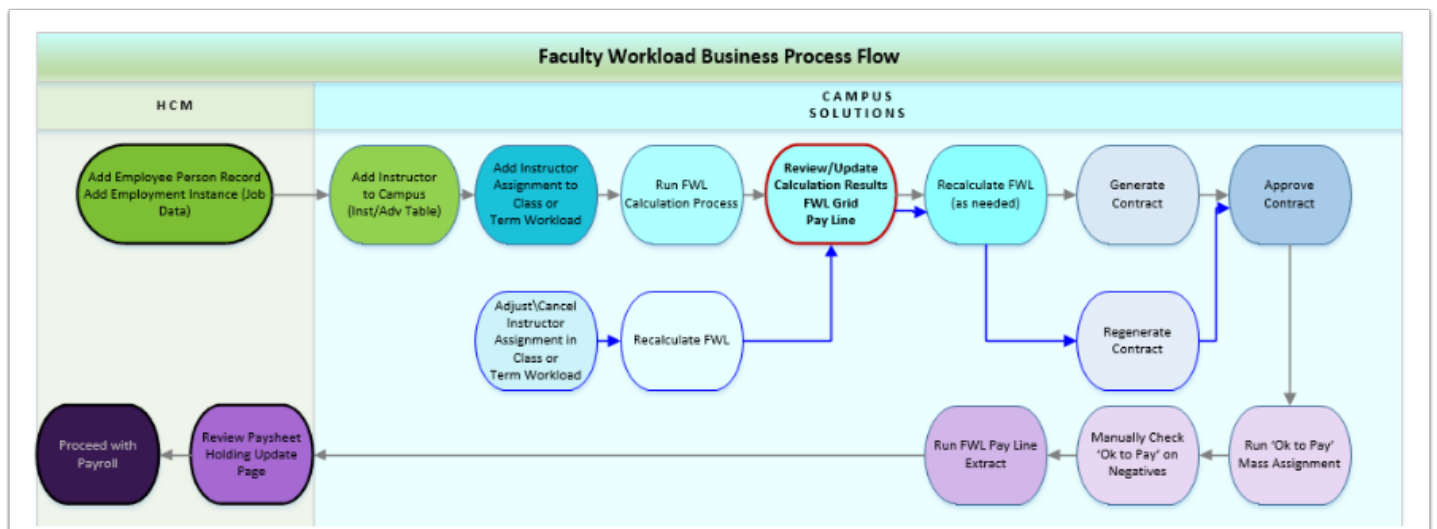
Purpose: Use this document as a reference for understanding how to change the appearance of the FWL Grid page, the data sources for the FWL Grid, and how data is managed/updated within the page.

Audience: Class Scheduling Staff, HR\Payroll Staff

Navigation: Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

Overview of FWL Grid

The FWL Grid page is part of the **Maintain Faculty Workload** component, which is the heart of the Faculty Workload process in that it serves as a "workspace" to store pertinent data. The FWL Grid allows staff to add or edit data to reach the proper calculation. This page, sits half way through the business flow of processing Faculty pay, between adding the instructor assignments (using Assignment Types) in class and generating an online contract (appointment letter) to send pay to payroll.



All relevant data is loaded into the **FWL Grid** as a result of the **FWL Calculation Process** from the following pages:

- Schedule of Class
- Instructor Term Workload
- Assignment Type Configuration
- FWL Contract Configuration (Formula)

The FWL Grid is refreshed each time a recalculation is executed, either from the FWL Calculation Process (batch*) or from the Recalc buttons on the Maintain Faculty Workload page. All Effective Dated/Effective Sequenced 'snapshots' of the FWL Grid are kept in history if needed to research the pay changes that have occurred.

Note: For information on how to calculate FWL refer to the [Quick Reference Guide - FWL Calculation Processing \(Batch\)](#).

The FWL Grid is made up of 4 tabs, which can be expanded to be viewed as a single tab, downloaded to Excel or personalized to rearrange which values appear on which tabs.

The screenshot shows the 'FWL Grid' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'First Tab', 'Second Tab', 'Third Tab', and 'Fourth Tab'. A red box highlights the 'First Tab' tab. A callout box points to the 'Expand to Single Tab' button. Another callout box points to the 'Personalize' button with the text 'Personalize the order of values, change which tab the value appears on.' A third callout box points to the 'Download to Excel' button. The main table displays the following data:

Class Nbr	Academic Institution	Term	Course Component	Subject Area	Catalog Nbr	Class Title	Class Section	Unit	Var Credit	Online Class	Weekly Contact Hours
1 5885	WA171	2161	Lecture	SRTEC	109	Microsoft Word 2013: Essential	1	0.80	☐	☐	9.00
2 5887	WA171	2161	Lecture	SRTEC	114	Microsoft Excel 2013 Essential	1	0.80	☐	☐	9.00
3 9296	WA171	2161	Lecture	SRBUS	102	Career Transitions	2	8.50	☐	☐	93.00
4 9300	WA171	2161	Lecture	SRBUS	102	Career Transitions	4	8.50	☐	☐	93.00

Data Sourced from Schedule of Class (SoC)

Various elements from the Maintain Schedule of Class page are loaded into the FWL Grid upon initial calculation, these include the Class Nbr, Subject, Catalog Nbr, Component, Title, Units and Instructor (Weekly) Contact Hours, as well as indicators of whether a class has Variable Credits or is designated as an Online Class.

The screenshot shows the 'FWL Grid' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'First Tab', 'Second Tab', 'Third Tab', and 'Fourth Tab'. A red box highlights the 'First Tab' tab. The main table displays the following data:

Class Nbr	Academic Institution	Term	Course Component	Subject Area	Catalog Nbr	Class Title	Class Section	Unit	Var Credit	Online Class	Weekly Contact Hours
1 5885	WA171	2161	Lecture	SRTEC	109	Microsoft Word 2013: Essential	1	0.80	☐	☐	9.00
2 5887	WA171	2161	Lecture	SRTEC	114	Microsoft Excel 2013 Essential	1	0.80	☐	☐	9.00
3 9296	WA171	2161	Lecture	SRBUS	102	Career Transitions	2	8.50	☐	☐	93.00
4 9300	WA171	2161	Lecture	SRBUS	102	Career Transitions	4	8.50	☐	☐	93.00

In addition to the elements mentioned above, the selected Assignment Type, Load Factor, Associated Class#, Combined Section# and Empl Rcd Nbr are loaded to the FWL Grid, as well as Meeting Pattern information, which can be removed if desired using Personalization.

FWL Grid Details

Find | View All First 1 of 5 Last

Effective Date: 03/07/2016 Eff Seq: 1

Faculty Workload

Personalize | Find | First 1-4 of 4 Last

First Tab	Second Tab	Third Tab	Fourth Tab						
Class Nbr	Assignment Type	Load Factor Override	Load Factor	FTE %	Combined Sections	Associated Class	Empl Rcd Override	Empl Rcd Nbr	Department
1 5885	SLC	☐	100.0000	2.338		1	☐	6	98796
2 5887	SLC	☐	100.0000	0.000		1	☐	6	98796
3 9296	SLC	☐	99.0000	23.914		2	☐	7	98798
4 9300	SLC	☐	95.0000	22.948		4	☐	7	98798

(SoC) Two Rows for Same Class on FWL Grid - Split Payment Methods

In general, for most colleges, each workload assignment added in Schedule of Class for an instructor will have a 1 to 1 match to the Class Nbr data loaded into the FWL Grid. Some colleges have a business practice where a single class is 'split' between regular load and moonlight or overload pay, or have classes that have more than one method of payment. If so, this will result in two rows appearing on the FWL Grid for the same class. For example:

- A class taught by Full Time Faculty (FAC) paid partially as a regular load (FT Salary) and partially as Moonlight (paid at the Part Time Faculty rate through FWL).
- A class taught by Full Time Faculty (FAC) paid partially as a regular load (FT Salary) and paid an additional, per student amount for each student above a maximum through FWL.

When the same instructor is being paid in two different ways for the same class, that instructor would be added to the Schedule of Class twice. When this occurs, there are two rows added to the FWL Grid upon calculation. In the example below, Class Nbr 5584 has 'active' two rows on the FWL Grid, each with a *unique* Assignment Type.

FWL Grid Details

Find | View All First 1 of 6

Effective Date: 01/22/2016 Eff Seq: 0

Faculty Workload

Personalize | Find | First 1 of 4 Last

First Tab Second Tab Third Tab Fourth Tab

Academic Institution	Class Nbr	Assignment Type	Term	Course Component	Subject Area	Catalog Nbr	Class Title	FTE %	Empl Rcd Nbr	Class Section	Unit	Var Credit	Online Class	Weekly Contact Hours
1 WA171	5584	003	2161	Lecture	HIST	106	Hist World	33.333 0	2		5.00	☐	☒	5.00
2 WA171	5584	X03	2161	Lecture	HIST	106	Hist World	8.000 0	2		5.00	☐	☒	5.00
3 WA171	5588	X03	2161	Lecture	HIST&	116	West Civil I [CCN]	0.000 0	2		5.00	☐	☒	5.00
4 WA171	5637	X03	2161	Lecture	SOC	211	Marriage Fam	0.000 0	1		5.00	☐	☒	5.00

(SoC) Two Rows for Same Class on FWL Grid - Display Only Row

Two rows for the same Class Nbr may exist on the FWL Grid when a class is initially paid using one payment method, but the payment method (Assignment Type) is changed after at least 1 payment was sent to payroll. Since payment was sent to payroll, the underlying history must remain in case of audit. The data associated to that class will remain on the FWL Grid under the old Assignment Type, but as 'display only.' This is true even though the original payments were set to negative and the pay associated is recovered from the instructor.

FWL Grid Details

Effective Date: 04/27/2016 Eff Seq: 2

Faculty Workload

First Tab Second Tab Third Tab Fourth Tab

Active Row

Inactive Row (display only)

Academic Institution	Class Nbr	Assignment Type	Term	Course Component	Subject Area	Class Nbr	Class Title	FTE %	Empl Rcd Nbr	Class Section	Unit	Var Credit	Online Class	Weekly Contact Hours
1 WA171	5692	001	2163	Lecture	MMGT	125	Soc Marketng	44.000	8	1	5.00	☐	☒	5.00
2 WA171	5692	001	2163	Lecture	MMGT	125	Soc Marketng	0.000	8	1	5.00	☐	☒	5.00

FWL Grid Details

Effective Date: 04/27/2016 Eff Seq: 2

Faculty Workload

First Tab Second Tab Third Tab Fourth Tab

Active Row

Inactive Row (display only)

Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Net Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 5692	☐	\$10187.000	\$0.000	\$0.00	4.000	11	0.00	\$0.000	☐	\$0.000	\$4482.28	☐	4
2 5692	☐	\$10187.000	\$0.000	\$0.00	0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	4

Note: If the instructor was deleted from the class or the class was canceled after payment was made, then only 1 display only line will appear as a record of the payment details.

Data Sourced from Instructor Term Workload

The FWL Grid, when loaded with data from the Instructor Term Workload, will display a 5 digit class number, starting at 99999 and incrementing down (99998, 99997, 99996) for each subsequent non-instructional assignment. Unlike with data sourced from Schedule of Class, no Subject, Catalog Number, Component or Unit information is provided.

FWL Grid Details

Find | View All First 1 of 1 Last

Effective Date: 02/08/2016 Eff Seq: 0

Faculty Workload

Personalize | Find | First 1 of 1 Last

First Tab Second Tab Third Tab Fourth Tab

Class Nbr	Academic Institution	Term	Course Component	Subject Area	Catalog Nbr	Class Title	Class Section	Max Credit	Var Credit	Online Class	Weekly Contact Hours
99999	WA171	2161						0.00	☐	☐	0.00

Non-Instructional assignments don't automatically calculate. They require manual entry of Start/End Date and Hours in the FWL Grid and a recalculation in order to generate Total Pay. See the section "Manually Add Contracted Hours" below for more information.

FWL Grid Details

Find | View All First 1 of 1 Last

Effective Date: 02/08/2016 Eff Seq: 0

Faculty Workload

Personalize | Find | First 1 of 1 Last

First TabSecond TabThird TabFourth Tab

	Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1	99999	☒	01/04/2016	☒	03/31/2016		0	0	0	0

FWL Grid Details

Find | View All First 1 of 1 Last

Effective Date: 02/08/2016 Eff Seq: 0

Faculty Workload

Personalize | Find | First 1 of 1 Last

First Tab Second Tab Third Tab Fourth Tab

Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 99999	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	0	157.50	\$0.000	☐	\$0.000	\$4861.95	☐	4

Note: For information on how to process Non-Instructional (Special Assignment) Contract(s) refer to the Quick Reference Guide - [Processing Non-Instructional Faculty Workload](#).

Data Sourced from Assignment Type Configuration

Some of the values on the FWL Grid are loaded from the FWL Assignment Type configuration page when the FWL Calculation Process is run. Which values are populated vary by the configuration decisions made by colleges to enforce their respective Collective Bargaining

Agreements (CBA). Using the Fees Override check box allows the user to edit some of the values on the FWL Grid. When recalculated the system does not refresh from the FWL Assignment Type page, rather using the manually entered values - so long as those values are configured in the pay calculation formula.

Warning: If a pay rate change is implemented by adding a new Effective Dated row on the FWL Assignment Type page, those new values will not be pick up in a recalculation process if the Fees Override check box is checked. Manual intervention would be required.

FWL Assignment Type

Assignment Type: 003

Academic Institution: WA171 Spokane CC

Example Configuration

Find | View All First 1 of 1 Last

*Effective Date: 09/01/2015 *Status: Active

*Description: A&S [OL] - Adjunct Online

Short Description: A&S [OL]

☒ View on Schedule of Classes

☒ Include Assignment in Workload

☐ Non-Instructional

Contract Rate: 0.000

Term Max Load Rate: 10187.00

Flat Rate: 0.00

Enrolled Student Threshold: 25

Per Credit Rate: 0.000

Co-op Max Std Enrolled: 0

Final Exam Fee: 0.00

Excess Calc Rate: 0.000

Per Student Calc Amt: 0.000 Or % 4.000

FWL Grid Details

Effective Date: 04/18/2016 Eff Seq: 0

Example Result (from above configuration)

Find | View All First 1 of 1 Last

Faculty Workload

Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 1601	☐	04/04/2016	☐	06/17/2016	04/15/2016	26	25	30	26

FWL Grid Details

Effective Date: 04/18/2016 Eff Seq: 0

Find | View All First 1 of 1 Last

Faculty Workload

Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 1601	☐	\$10187.000	\$0.000	\$0.00	\$0.000	4.000	11	0.00	\$0.000	☐	\$0.000	\$3531.49	☐	4

Data Sourced from FWL Calculation Configuration (Formula)

Yet other values on the FWL Grid are loaded from the FWL Calculation Configuration page. If the values from the FWL Assignment Type configuration have been 'hard coded' into the FWL Calculation Configuration, those values will 'override' any value changes made on the FWL Assignment Type page.

Calculation Configuration

Formula Configuration

Example Calc Config

Institution: WA171 Spokane CC Term: 2163 SPRING 2016 Contract Type: 003 Online: Arts & Sciences [Adj]

Populate Defaults

	*Empl Class	Subject	Course Component	*Assignment Type	Description	F/T Base Term Contact Hrs	Weeks in Term		
1	PTF	ANTH&	LEC	003	Online: Arts & Science Div	165.00	11	+	-
2	PTF	ART	LEC	003	Online: Arts & Science Div	165.00	11	+	-

FWL Grid Details														
Find View All First 1 of 1 Last														
Effective Date: 04/18/2016 Eff Seq: 0														
Faculty Workload														
First Tab Second Tab Third Tab Fourth Tab [...]														
	Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include
1	1601	☐	\$10187.000	\$0.000	\$0.00	\$0.000	4.00	11	0.00	\$0.000	☐	\$0.000	\$3531.49	☐
														# of PYMTS
														4

Updating the FWL Grid

In this workspace staff can:

- Add Census Day Student Enrollment Counts
- Override the Start/End Date of a class or non-instructional work assignment, possibly impacting the term of the contract.
- Override Employment Record Numbers
- Override Load Factor
- Override Pay Elements
- Override Total Pay Using Flat Fee Field
- Manually add values that are not sourced from pages within the system:
 - Contracted Hours for non-instructional assignments.
 - Enrolled Student counts for an individual class census date.

If changes are made to the FWL Grid, those changes must be **SAVED** to the grid and a "Recalculation" of the contract run in order to pick up the new values and incorporate them into the pay formula.

The system stores a snapshot of what the FWL Grid looked like with each calculation to preserve the data condition relative to each pay calculation. If an instructor was paid one way for a class, and that pay was partially sent to payroll and later changed, a record is kept in the FWL Grid of the original payment information.

Note: For information on how to run the FWL Calculation Process to load the FWL Grid refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

Override the Start/End Date on the FWL Grid

1. The Start/End Date is found on the Third tab (if the FWL Grid has not been personalized).
2. Click Correct History to allow editing on the FWL Grid.
3. To edit the start or end date, click the Start Date Override or End Date Override check box to open the field for editing. The leaving the override check box checked will prevent this field from being overridden from Schedule of Class again.
4. Enter the new Start Date or End Date or use the calendar lookup to select a date.
5. Click Save.

The screenshot shows the 'FWL Grid Details' window with the 'Third Tab' selected. The 'Effective Date' is 03/07/2016 and 'Eff Seq' is 1. The 'Faculty Workload' table has columns for Class Nbr, Start Date Override, Start Date, End Date Override, End Date, Census Date, Student Census Enrolled, Enrolled Student Threshold, Enrollment Capacity, and Enrollment Total. The first row (Class Nbr 1 5885) has both 'Start Date Override' and 'End Date Override' checkboxes checked. A red arrow points to the 'Third Tab' tab. A red box highlights the 'Correct History' button at the bottom right.

Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 5885	☒	02/16/2016	☒	03/01/2016		0	0	15	6
2 5887	☐	03/08/2016	☐	03/22/2016		0	0	15	2
3 9296	☐	01/04/2016	☐	02/12/2016		0	0	100	6
4 9300	☐	02/16/2016	☐	03/23/2016		0	0	100	9

Override Pay Elements on the FWL Grid

Overriding information related to Fees on the FWL Grid allows the user to deviate from the values on the Assignment Type configuration page on a 'one-off' basis. The elements of pay tagged below are sourced from Assignment Type configuration and are opened for editing when the Fees Override check box is checked. When using Fees Override, the system will no longer refresh from the FWL Assignment Type configuration page. Only those pay elements that are configured in the FWL Calculation Formula will have any influence on pay upon recalculation.

FWL Grid Details														
Find View All First 1 of 5 Last														
Effective Date: 03/07/2016 Eff Seq: 1														
Faculty Workload														
First Tab Second Tab Third Tab Fourth Tab [Grid Icon] Personalize Find [Grid Icon] First 1-4 of 4 Last														
Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 5885	☐	\$11170.000	\$0.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	☐	\$0.000	\$261.11	☐	4
2 5887	☐	\$11170.000	\$0.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	4
3 9296	☐	\$11170.000	\$0.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	☐	\$0.000	\$2671.22	☐	4
4 9300	☒	\$11170.000	\$0.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	☐	\$0.000	\$2563.29	☐	4

Override Hourly Pay Rates

Some pay formulas use an hourly pay rate that is multiplied either by the Term Contract Hours for a class, or a manually entered number of hours, stored on the FWL Grid as Contracted Hours. In those pay formulas, the system will store a default Minimum Contract Rate in the Assignment Type configuration. If a college requests their pay formula configuration to support *increasing* that pay rate on a 'one-off' basis, the Fees Override and Contract Override check boxes can be checked, opening the Actual Contract Rate field for editing.

FWL Grid Details														
Find View All First 1 of 1 Last														
Effective Date: 03/23/2016 Eff Seq: 0														
Faculty Workload														
First Tab Second Tab Third Tab Fourth Tab [Grid Icon] Personalize Find [Grid Icon] First 1-2 of 2 Last														
Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 1917	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	6
2 99999	☒	\$0.000	\$0.000	\$0.00	\$0.000	0.000	0	3.50	\$1.000	☒	\$39.857	\$139.50	☐	1

Override Pay Using Flat Fee Field

Use of the Flat Fee field is activated only by clicking the Fees Override check box. When used to hand enter a total pay value the payment amounts for other Fee/Rate fields are set to zero (\$0) and the value of the total pay is entered in the Flat Fee field. The user must click Save and Recalc to modify pay.

FWL Grid Details																
Effective Date: 04/18/2016 Eff Seq: 3																
Faculty Workload																
Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Final Exam Fee	Excess Calc Rate	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 1259	☒	0.000	\$0.000	\$989.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$1018.70	☐	4

Colleges that have requested configuration allowing the ability to override the pay calculated by the system to utilize a simple 'direct entry' of the total pay for term can do so as described above. This is used solely as a means to expedite the payment process if an issue has arisen in calculating pay through the system. This is a stop-gap measure only, as the FTE% and Term Contract Hours are still calculated through the system, but can allow payments to proceed if working through an issue with a contract. Once resolution has occurred, the payment would be corrected to generate from the system calculation. When used for this purposes, the Fees Override check box is checked, the pay elements are all set to zero, the flat fee is entered and the pay is recalculated. The result (shown below) is that the amount entered into the Flat Fees field becomes the Total Pay.

FWL Grid Details																
Effective Date: 08/15/2016 Eff Seq: 0																
Faculty Workload																
Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Final Exam Fee	Excess Calc Rate	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 1259	☒	\$0.000	\$0.000	\$989.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$989.00	☐	4

The Flat Fee field can also be configured to add conditional pay. In those cases, college configuration uses the Flat Fee field as a to increase pay beyond to the regular pay calculated via the system. For example, if the college pays by multiplying a dollar amount per Unit, but pays for an additional Unit in Lecture/Lab combination classes, the payment amount for the additional Unit is stored in the Flat Fee configuration for the Assignment Type. This value is activated only when the Fees Override check box is checked and recalculation will add that amount to the total pay for that class.

FWL Grid Details																
Effective Date: 03/15/2016 Eff Seq: 1																
Faculty Workload																
Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Final Exam Fee	Excess Calc Rate	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 3632	☒	\$0.000	\$775.60	\$775.60	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$3878.00	☐	6
2 3633	☒	\$0.000	\$0.000	\$387.80	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$387.80	☐	6
3 3686	☒	\$0.000	\$775.60	\$775.60	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$3878.00	☐	6
4 3687	☒	\$0.000	\$0.000	\$387.80	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$387.80	☐	6
5 3688	☒	\$0.000	\$0.000	\$387.80	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$387.80	☐	6
6 99999	☒	\$0.000	\$0.000	\$35.67	\$0.000	0.000	\$0.00	\$0.000	0	11.00	\$0.000	☐	\$0.000	\$392.37	☐	6

Manually Add Contracted Hours for Non-Instructional Assignments

When Non-Instructional assignments are loaded from the Instructor Term Workload page to the FWL Grid they are missing 3 key data elements which must be added before the contract is "Recalculated" in order to generate Pay Line data, Start Date/End Date and Contracted Hours. The Contracted Hours field is designed to allow for manual entry of hours that will be distributed across the term of the contract (start/end date range) on the Pay Line. Those hours can be multiplied by an hourly rate or used to calculate an FTE% value that can be multiplied against a maximum amount of pay per term (Term Max Load Rate) for 100% FTE, depending on how the college defines the method of payment. Each non-instructional assignment will have a different Class Nbr (99999, 99998, 99997), but does not display any specific differentiation beyond the Assignment Type.

- On the Fourth Tab on the FWL Grid Page, enter the Contracted Hours. This is the total number of hours associated to this contract for the term.
- Click Save to commit the changes to the FWL Grid page.

FWL Grid Details 1 Find | View All First 1 of 3 Last

Effective Date: 04/29/2016 Eff Seq: 2

Faculty Workload Personalize | Find First 1-5 of 5 Last

First Tab Second Tab Third Tab Fourth Tab

Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 8356	☐	\$0.000	\$0.000	\$0.00	0.000	0	4.00	\$30.440	☐	\$0.000	\$121.76	☐	2
2 7306	☐	\$0.000	\$0.000	\$0.00	0.000	0	4.00	\$30.440	☐	\$0.000	\$121.76	☐	2
3 99997	☐	\$0.000	\$0.000	\$0.00	0.000	0	2.00	\$25.640	☐	\$0.000	\$51.28	☐	1
4 99998	☐	\$0.000	\$0.000	\$0.00	0.000	0	2.00	\$25.640	☐	\$0.000	\$51.28	☐	1
5 99999	☐	\$0.000	\$0.000	\$0.00	0.000	0	3.00	\$25.640	☐	\$0.000	\$76.92	☐	1

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

FWL Grid Details 2 Find | View All First 1 of 1 Last

Effective Date: 03/31/2016 Eff Seq: 0

Faculty Workload Personalize | Find First 1-5 of 5 Last

First Tab Second Tab Third Tab Fourth Tab

Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 99999	☐	\$10187.000	\$0.000	\$0.00	0.000	0	16.50	\$0.000	☐	\$0.000	\$1018.70	☐	6
2 6162	☐	\$0.000	\$0.000	\$0.00	0.000	0	0.00	\$0.000	☐	\$0.000	\$0.00	☐	2

The Contracted Hours when distributed across the term of the contract (start/end date range) on the Pay Line will appear as a lump sum of hours if there is only one pay date (1) or have the hours divided by the # of PYMTS value (2) as defined by the earliest Start Date and latest End Date of all assignments in the contract for Labor and Industries reporting.

CS to HCM Pay Line 1

Effective Date: 04/29/2016 Eff Seq: 2

Find | View All First 1 of 1

Personalize | Find | First 1-7 of 7 Last

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent	
99998	2			CN2	P17	98700	0.00	0.519	2.00	\$51.28	☐	06/24/2016	☐	
99997	2			CN2	P17	98700	0.00	0.519	2.00	\$51.28	☐	05/25/2016	☐	
3 7306	1	CRBS	108	C01	P17	98700	0.00	1.039	2.00	\$60.88	☐	05/25/2016	☐	

CS to HCM Pay Line 2

Effective Date: 03/31/2016 Eff Seq: 0

Find | View All First 1 of 1

Personalize | Find | First 1-12 of 12 Last

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent	
1 99999	0			R01	F17	98758	0.00	10.000	2.75	\$169.78	☒	06/10/2016	☒	
2 99999	0			R01	F17	98758	0.00	10.000	2.75	\$169.80	☒	07/11/2016	☒	
3 99999	0			R01	F17	98758	0.00	10.000	2.75	\$169.78	☒	06/24/2016	☒	
4 99999	0			R01	F17	98758	0.00	10.000	2.75	\$169.78	☒	04/25/2016	☒	
5 99999	0			R01	F17	98758	0.00	10.000	2.75	\$169.78	☒	05/25/2016	☒	
6 99999	0			R01	F17	98758	0.00	10.000	2.75	\$169.78	☒	05/10/2016	☒	
7 5154	0	HIM	218	M01	F17	98758	9.17	33.333	0.00	\$565.94	☒	06/10/2016	☒	

Manually Add Census Day Student Enrollment Counts

When the FWL Grid is initially loaded with data from the Schedule of Class, the Enrollment Capacity and the current Enrollment Total is loaded. This information remains static until a recalculation occurs.

If a pay formula is reliant on a pre-defined enrollment threshold, this value is configured on the Assignment Type configuration page, and loaded to the FWL Grid on initial calculation or subsequent recalculations

Since not all classes in a term have the same meeting pattern or begin date, classes can have differing Census Dates. Pay formulas that rely on a specific enrollment count on the census date will need to have the student enrolled count manually entered into the FWL Grid and a recalculation processed in order to calculate pay based on that value. Any changes made on the FWL Grid require a SAVE and recalculation in order to be picked up and processes in the pay formula.

HCM Data Page
FWL Grid
Calculation Results
FWL Notes/Comments

FWL Grid Details

Effective Date: 03/07/2016
Eff Seq: 1

Student Census Enrolled and associated Census Data is manually entered.

Enrolled Student Threshold is loaded from the Assignment Type configuration.

Enrollment Capacity and Total Are the Value from When the FWL Grid is Loaded or Recalculation Process is run.

Faculty Workload

Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 5885	☒	02/16/2016	☒	03/01/2016		0	0	15	6
2 5887	☐	03/08/2016	☐	03/22/2016		0	0	15	2
3 9296	☐	01/04/2016	☐	02/12/2016		0	0	100	6
4 9300	☐	02/16/2016	☐	03/23/2016		0	0	100	9

Save
Return to Search
Previous in List
Next in List
Update/Display
Include History
Correct History

***Note:** The term "Batch" as it relates to the FWL Calculation Process (Batch) refers to executing the calculation process using the scheduling process, rather than executing the process "Online" or on the page itself. This method allows the process to execute in the back ground and generates a report or log file that can be viewed later. This method can be run for an individual instructor, or a 'batch' of instructors if multiple Empl ID numbers are entered when the process is scheduled.

Understanding FWL Job Data

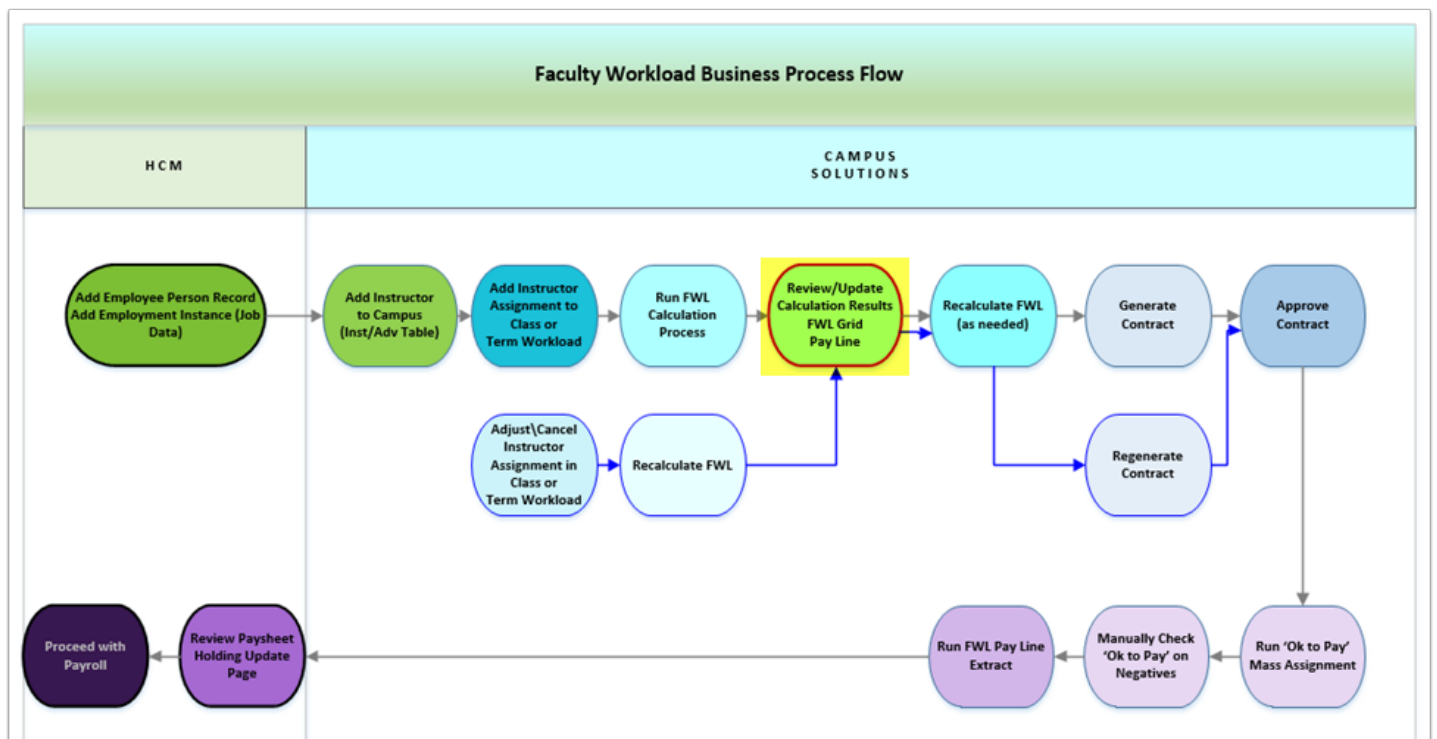
Purpose: Use this document as a reference for understanding how Job Data in Human Capital Management (HCM) is viewed and used in Faculty Workload.

Audience: HR\Payroll Staff

Navigation: Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

Overview of Job Data (HCM Data - Position/Job Summary)

Job Data in FWL appears in the Position/Job Summary section of the HCM Data page, which is part of the **Maintain Faculty Workload** component. The **Maintain Faculty Workload** component is the heart of the Faculty Workload process in that it serves as a "workspace" to store pertinent data. This page, sits half way through the business flow of processing Faculty pay, between adding the instructor assignments in class and generating an online contract to send pay to payroll.



The HCM Position Job Summary section allows staff to view summary information on active job records in HCM for Part-Time (*PTF*) and Full-Time Faculty (*FAC*), as well as providing 'view only' access into the actual Job Data component in HCM, by following the 'View Job Data' link.

[HCM Data Page](#)
[FWL Status](#)
[Calculation Results](#)
[FWL Notes/Comments](#)

[Instructions](#)

Header Data

Empl ID: 10100 **Institution:** WA **Term:** 2167 FALL 2016
First Name: Steven **Last Name:** **Phone:**
Email ID: @EDU

HCM Data Information

HCM Position Job Summary Personalize | Find | | | First 1-5 of 5 Last

Position Number	Empl Class	Empl Rcd #	Empl Rcd # Descr	HR Status	Payroll Status	Job Code	Company	Business Unit	Department	Salary Grade	Step	View Job Data
1	FAC	3	Secondary	Active	Active	960000	170	HR171	98784	FTF	11	View Job Data
2	FAC	4	Secondary	Active	Active	950000	170	HR171	98784	XXX	0	View Job Data
3	PTF	1	Secondary	Active	Active	44SA00	170	HR171	98784		0	View Job Data
4	PTF	5	Secondary	Active	Active	440000	170	HR171	98784		0	View Job Data
5 00001516	FAC	0	Primary	Active	Active	220124	170	HR171	98784	FTF	11	View Job Data

⚠ Warning: While a job record is visible in FWL if the HR Status is 'Active', if the Payroll Status is not also set to 'Active', pay cannot be sent to payroll for that job.

Clicking this link opens a new page in HCM to 'display' the job information - only if the user has the role to view this information.

[View Job Data](#)

[Favorites](#)
[Main Menu](#)
[Workforce Administration](#)
[Job Information](#)
[Job Data](#)

OcteLink All Search Advanced Search

[Work Location](#)
[Job Information](#)
[Job Labor](#)
[Payroll](#)
[Salary Plan](#)
[Compensation](#)
[CTC Job Data](#)
[CTC Earnings Distribution](#)

Steven Employee Empl ID 10100 Empl Record 0

Work Location [?](#) Find First 1 of 5 Last

*Effective Date 09/01/2015 Go To Row
 Effective Sequence 4
 HR Status Active *Action: Pay Rate Change
 Payroll Status Active Reason: Step Progression
 *Job Indicator: Primary Job
 Position Number 00001516 ELECTRONICS ENG TECHNICIAN
 Use Position Data
 Position Entry Date 01/01/2015
 Position Management Record
 *Regulatory Region
 Company
 *Business Unit
 *Department
 Department Entry Date
 *Location
 Establishment ID Date Created 12/15/2015
 Last Start Date 01/01/2015
 Expected Job End Date

[Job Data](#)
[Employment Data](#)
[Earnings Distribution](#)
[Benefits Program Participation](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

[Work Location](#)
[Job Information](#)
[Job Labor](#)
[Payroll](#)
[Salary Plan](#)
[Compensation](#)
[CTC Job Data](#)
[CTC Earnings Distribution](#)

On the HCM Job Data record, the CTC Earnings Distribution page will store all of the 'budget' codes that payroll can be expensed against for that job. The HCM system stores the Earnings Code and Combination Code (referred to as *Combo Code* or *Account Code*). The CTC Earnings

Distribution page will store all the available Earnings Codes that an employee could be paid with, but not all of these codes are used in FWL. Typically only MLC (Moonlight/Overtime) and PTF (Part-Time Faculty - Adjunct) are applicable in FWL, however at this time any of the Earnings Codes on the job record are visible on the FWL Pay Line.

Steven
Employee

Empl ID 10100
Empl Record 0

Job Information ? Find First 1 of 7 Last

Effective Date 09/01/2015
Effective Sequence 4
HR Status Active
Payroll Status Active

Action Pay Rate Change
Reason Step Progression
Job Indicator Primary Job

Go To Row

Current

Earnings Distribution						
	*Earnings Code	Description	Combination Code		*Percent of Distribution	Primary
1	DPC	Dept/Div Chair	000178009	Edit ChartFields	100.000	☐
2	FTF	Full Time Faculty Contract	000178009	Edit ChartFields	100.000	☒
3	MLC	Moonlight Contract	000190130	Edit ChartFields	50.000	☐
4	MLC	Moonlight Contract	000176356	Edit ChartFields	50.000	☐

Job Data Employment Data Earnings Distribution Benefits Program Participation

On the CTC Earnings Distribution page, the Earnings Codes are stored with their associated Combination Code(s). If the job is paid from multiple budgets, then the Earnings Code will be added more than once and each budget (Combo Code) will be added on a separate line. The Percent of Distribution will be split equally to total 100%. Faculty Workload does not use the distribution percentage from this page, as the actual payments come through the Pay Sheet Upload process and are not put through a distribution process. The page itself though does require that each Earnings Code total 100% distribution. Typically the first Earnings Code entered on the CTC Earnings Distribution page is picked up and posted to the FWL Pay Line upon calculation, however the value can be changed on the Pay Line.

The Combo Code in HCM is a representation of the full finance chartfield string, represented by a 12 digit number. The Combo Code is seen in FWL, not the chartfields behind it, so staff will want to become familiar with the Combo Code that represents budgets for their particular department. A Query can be run in Campus Solutions to view the chartfield descriptions behind the code, or HR staff can use the Edit Chartfields link to view the accounting string behind the code.

Earnings Distribution Personalize Find 1-4 of 4 Last

*Earnings Code	Description	Combination Code	Edit ChartFields	*Percent of Distribution	Primary
1 DPC	Dept/Div Chair	000178009	Edit ChartFields	100.000	☐
2 FTF	Full Time Faculty Contract	000178009	Edit ChartFields	100.000	☒
3 MLC	Moonlight Contract	000190130	Edit ChartFields	50.000	☐
4 MLC	Moonlight Contract	000176356	Edit ChartFields	50.000	☐

ChartField Common Component

Earnings Account Mapping

Employee ID: 101
Combination Code: 000190130

Search Options

☒ Combination Codes
☐ Speed Types Search

ChartField Detail

Operating Unit	Account	Alternate Account	Fund Code	Department	Class Field	Program Code	Budget Reference	Business Unit PC	Project/Grant	Activity ID
7171	601160		101	58347	012					

Ok Cancel

- ❗ **Alert:** The HCM Position Job Summary page operates in 'real time' meaning if a job is terminated, it will immediately disappear from the FWL HCM Data page. Make sure ALL payroll processing for FWL is complete for the instructor BEFORE terminating the job in HCM.

VIDEO 1: HCM Job Data & Faculty Workload

Please follow the link below to view part 1 of a 9 part video series on Faculty Workload.

[FWL Overview - HCM Job Data](#)

This video is geared towards HR Staff and covers the data elements in HCM - Job Data that impact Faculty Workload.

 The next video in this series [FWL Overview - Add a New Instructor to Campus Solutions](#) is available by following this link.

VIDEO 2: Add A New Instructor to Campus Solutions

Please follow the link below to view part 2 of a 9 part video series on Faculty Workload.

[FWL Overview- Add A New Instructor to Campus Solutions](#)

This video is geared towards Class Schedulers & HR\Payroll Staff and covers both adding the record to the Inst\Adv Table and what happens on the instructor's Security - User Profile when the record is added.

As other videos in this series become available you will find the QRG updated with a link to the next video in this series.

Faculty Workload Processing

Adding an Instructor to the Instructor/Advisor Table

Purpose: Use this document as a reference for how to add an instructor to the Instructor/Advisor table in ctclink.

Audience: Class Scheduling Staff

Navigation: Main Menu → Curriculum Management → Instructor/Advisor Information → Instructor/Advisor Table

 When a new instructor is hired, they will be entered into HCM and synched to Campus Solutions to create a person record in Campus Community. Once the record is available, follow these steps to make them a valid instructor for selection in the class schedule.

 **Note:** An instructor working at more than one college must have an Instructor/Advisor Table entry for EACH Institution with a 01/01/1901 Effective Date.

1. Look up the Instructor by ID or **Last/First Name** then click **Search** or select from the list. The results returned will be records that exist in HCM. At a minimum, a new employee must have a person record stored in HCM which will be synchronized to Campus Solutions in a batch process executed nightly, or twice daily during peak processing times. Once the employee has been hired, an Employment Instance would then need to be added in HCM. An instructor cannot generate a contract or be paid until a job record exists in HCM.

Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID:

Campus ID:

National ID:

Last Name:

First Name:

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

2. On the Instructor/Advisor Table tab in the Instructor Details section enter the following:
 1. Effective Date: Defaults to current date, set date to 01/01/1901.
 2. Status: Will default to Active.
 3. Instructor Type: Select from List. The values used are at the college discretion and have no bearing on pay.
 4. Academic Institution: Enter or look up.
 5. Primary Academic Org: Select from the list associated with the selected institution.
 6. Instructor Available: Select Available.
 7. Check the Advisor check box if they have advisor responsibilities.
3. The Instructor/Advisor Role section has no bearing on pay, to add values enter the following:
 1. Career: Enter or look up.
 2. Remaining fields are optional.

Instructor/Advisor Table **Approved Courses**

Pat Smith 101000005

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Instructor Type: Instructor

*Academic Institution: WA171 Spokane CC

*Primary Acad Org: 171SPOKANE Spokane Community College

*Instructor Available: Available

☒ Advisor

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

❗ Failure to add the Instructor/Advisor Table entry with an 01/01/1901 Effective Date can cause calculation failures if date is inconsistent with terms being calculated. Always use the 01/01/1901 Effective Date.

4. The **Approved Courses** tab fields are optional and not recommended. Approved Courses limits the specific subjects or courses in which instructors can be assigned. If academic instructors at your college are offered contracts in Continuing Education or moonlight contracts for teaching outside their primary subject it is not recommended that this page be used.
5. Click the **Save** button.

The screenshot shows a web application interface for the 'Instructor/Advisor Table'. At the top, there are two tabs: 'Instructor/Advisor Table' (selected) and 'Approved Courses'. Below the tabs, the user 'Pat Smith005' and a numeric ID '101000005' are displayed. The main section is titled 'Instructor Details' and contains the following information:

Effective Date:	07/16/2015	Status:	Active
Instructor Type:	Instructor		☐ Advisor
Academic Institution:	WA171		Spokane CC
Primary Acad Org:	171SPOKANE		Spokane Community College

Below this is a 'Course Description' section with a table that has columns: Seq Nbr, Acad Org, Subject Area, Course ID, Offer Nbr, Catalog Nbr, and Campus. The first row shows '1' in the 'Seq Nbr' column. At the bottom of the form, there are several buttons: 'Save' (circled in red), 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

i **Security Access:** The role allowing access to the Faculty Center is dynamically assigned once the instructor has been added to the Instructor/Advisor Table. The process that performs this assignment runs periodically. Instructors will **NOT** be granted access to the Faculty Center until this entry exists and the process executes.

College Security Managers cannot manually assign the CTC_INSTRUCTOR Role.

Adding a Second Instructor/Advisor Entry

If an Instructor/Advisor Table entry already exists for another college, especially with multi-campus districts, a second entry may be required to support calculation of pay across multiple institutions.

1. Click the plus symbol (+) to add a second Effective Dated row.

Pat Smith 101000005

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Instructor Type: Instructor ☒ Advisor

*Academic Institution: WA171 Spokane CC

*Primary Acad Org: 171SPOKANE Spokane Community College

*Instructor Available: Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Save Return to Search Notify Update/Display Include History Correct History

2. On the Instructor/Advisor Table tab in the Instructor Details section enter the following:
 1. Effective Date: Use the default (current date) value initially.
 2. Status: Will default to Active.
 3. Instructor Type: Select from List. The values used are at the college discretion and have no bearing on pay.
 4. Academic Institution: Enter or look up for the second institution.
 5. Primary Academic Org: Select from the list associated with the selected institution.
 6. Instructor Available: Select Available.
3. Click the Save button.

Pat Smith 101000005

Instructor Details Find | View All First 1 of 2 Last

*Effective Date: 07/05/2016 *Status: Active

*Instructor Type: Instructor ☒ Advisor

*Academic Institution: WA172 Spokane Falls CC

*Primary Acad Org: 172SPOKEFL Spokane Falls CC

*Instructor Available: Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Save Return to Search Notify Update/Display Include History Correct History

4. Click the Correct History button (*requires security access*).

5. Use the arrow icons in the **Instructor Details** ribbon to select the newly added record with the current Effective Date.
6. Edit the Effective Date to 01/01/1901.
7. Click the **Save** button.

The screenshot shows the 'Instructor/Advisor Table' interface. At the top, there are tabs for 'Instructor/Advisor Table' and 'Approved Courses'. Below the tabs, the user 'Pat Smith' and ID '101000005' are displayed. The 'Instructor Details' section contains several fields: '*Effective Date:' with a date picker set to '01/01/2016', '*Status:' set to 'Active', '*Instructor Type:' set to 'Instructor', '*Academic Institution:' set to 'WA172', '*Primary Acad Org:' set to '172SPOKEFL', and '*Instructor Available:' set to 'Available'. There are also search icons next to the institution and org fields. Below this is the 'Instructor/Advisor Role' section, which includes 'Advisor Number:' set to '1', 'Percent of Appointment:' set to '1', and several empty search fields for 'Academic Career:', 'Academic Program:', 'Academic Plan:', and 'Academic Sub-Plan:'. At the bottom, there is a row of buttons: 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. Red boxes highlight the '01/01/2016' date, the 'Save' button, and the 'Correct History' button.

Pat Smith 101000005

Instructor Details Find | View All First 1 of 2 Last

*Effective Date: 01/01/2016 *Status: Active

*Instructor Type: Instructor Advisor

*Academic Institution: WA172 Spokane Falls CC

*Primary Acad Org: 172SPOKEFL Spokane Falls CC

*Instructor Available: Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment: 1

*Academic Career: Academic Program: Academic Plan: Academic Sub-Plan:

Save Return to Search Notify Update/Display Include History Correct History

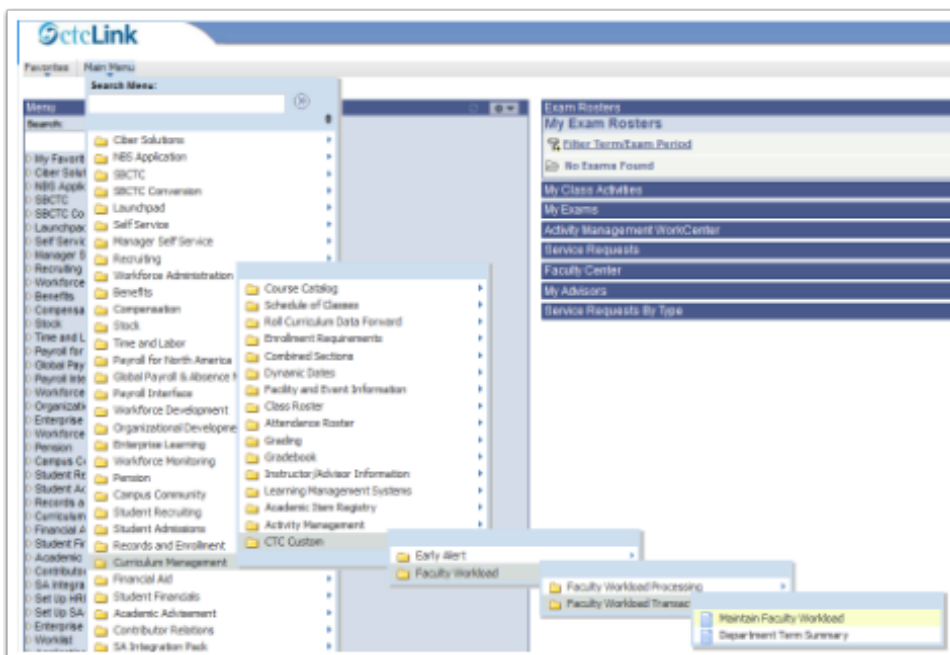
Creating Faculty Workload Favorites

Purpose: Use this document as a reference for how to create and manage your favorite FWL pages in ctcLink. Arranging the pages in the order of work will help to not miss a step in processing faculty pay. Link recommendations are included in this Quick Reference Guide.

Audience: Class Scheduling Staff, HR\Payroll Staff.

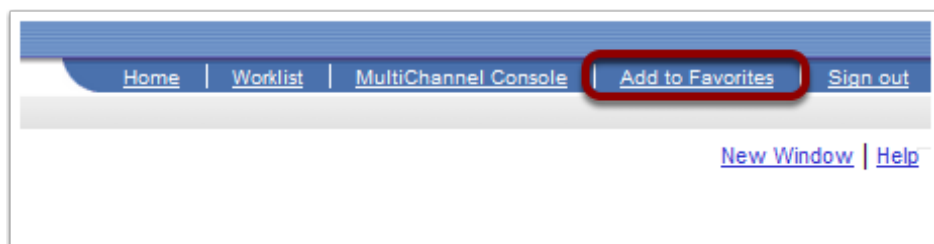
Creating Favorites

💡 By establishing 'Favorites,' users of PeopleSoft can avoid memorizing lengthy navigations. By arranging the pages necessary to perform a task in the proper order and naming the page links in a way that makes sense to the user saves time and doesn't get lost in the many nested menus. Favorites are stored in the system and regardless of which browser or PC is used will be accessible to the user regardless of where they log into the system from. Using 'Favorites' largely eliminates the 'how did I get to that page last time' feeling of using a brand new system.

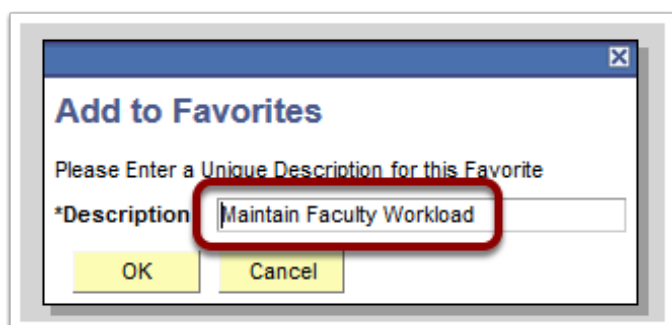


Navigation will vary depending on the page being added as a 'Favorite.' In this example, navigate to the same file path displayed above: Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Maintain Faculty Workload

1. In the upper, right hand corner locate and click the Add to Favorites link.



2. When the Add to Favorites pop-up window appears the page name will be automatically displayed in the Description field. Edit this description.



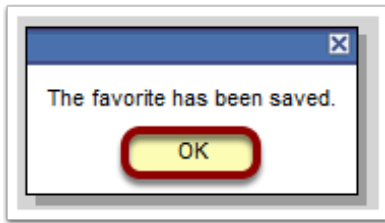
💡 Recommendation - 'FWL 5: Maintain FWL' for Class Scheduling Staff. (HR\Payroll Staff use FWL 1:)

Using a topical reference (FWL) with a number order (5:) will help to differentiate groupings and when the system sorts the entries, they are sorted in alpha/numeric order.

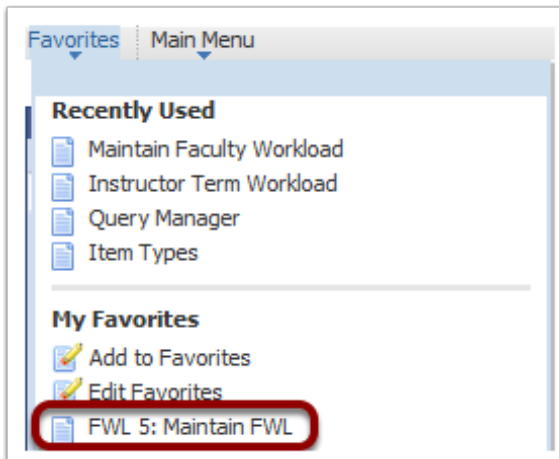
3. Click the OK button.



4. Click OK when the message window will appears.



4. Click the Favorites menu to verify the page is saved. It will be listed in alphabetical order under the My Favorites section.



List of Recommended “Favorite” Pages with [Description]

💡 Class Scheduling Staff and HR\Payroll Staff have different needs when it comes to processing Faculty Workload. Below is two sets of recommended page links to setup as 'Favorites' based on the order each staff processes FWL.

Class Scheduling Staff:

- Instructor/Advisor Table - [FWL 1: Inst/Adv Tbl]
 - Main Menu > Curriculum Management > Instructor/Advisor Table
- Schedule of Class - [FWL 2: Sched of Class]
 - Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
- Instructor Term Workload - [FWL 3: Term Workload]
 - Main Menu > Curriculum Management > Instructor Term Workload
- FWL Calculation Process - [FWL 4: Batch Calc Proc]
 - Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > FWL Calculation Process

- **Maintain Faculty Workload** - [FWL 5: Maintain FWL]
 - Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Maintain Faculty Workload
- **FWL Contract Generation** - [FWL 6: Contract Gen]
 - Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > FWL Contract Generation
- **Course Catalog** - [FWL 7: Term Workload]
 - Main Menu > Curriculum Management > Course Catalog > Course Catalog
- **Process Monitor** - [TOOLS: Process Monitor]
 - Main Menu > PeopleTools > Process Scheduler > Process Monitor

HR\Payroll Staff:

- **Maintain Faculty Workload** - [FWL 1: Maintain FWL]
 - Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Maintain Faculty Workload
- **FWL OTP Mass Assignment** - [FWL 2: Ok To Pay Mass Assignmt]
 - Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > FWL OTP Mass Assignment
- **FWL Pay Line Extract** - [FWL 3: Pay Line Extract]
 - Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > FWL Pay Line Extract
- **Process Monitor** - [TOOLS: Process Monitor]
 - Main Menu > PeopleTools > Process Scheduler > Process Monitor
- **Query Viewer** - [TOOLS: Query]
 - Main Menu > Reporting Tools > Query > Query Viewer

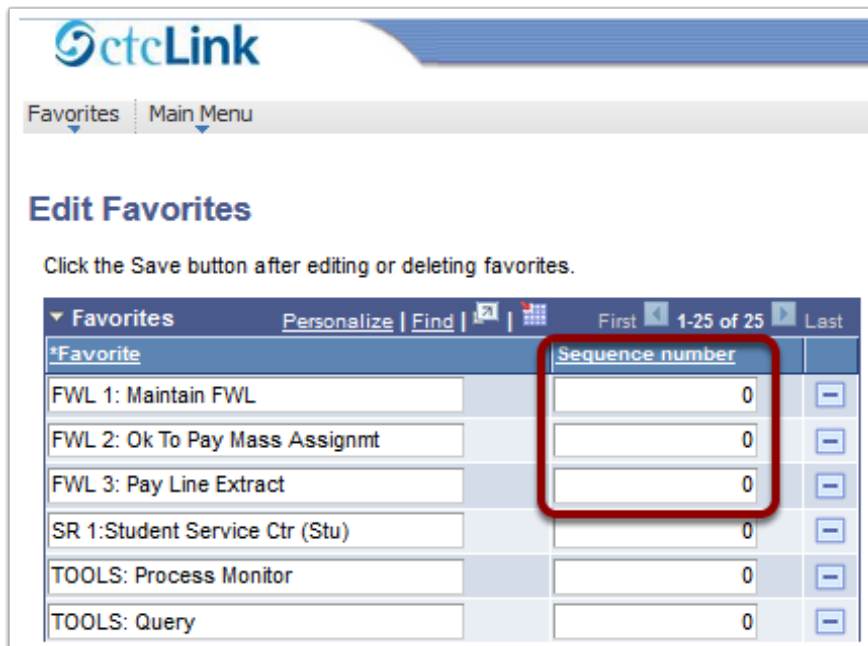
Sequencing Favorites

Favorites can be arranged in a specific order by the user. Use the **Sequence Number** field to group and arrange favorites into sections. Each section is then automatically sorted in alpha/numeric order. By choosing a naming convention that start with the same label and include a number all page links will be ordered in the process flow order that best suits the user.

1. Click the **Favorites** menu in the upper, left hand corner.



2. Select Edit Favorites.
3. In the Edit Favorites page, update the Sequence Number from '0' to '1' for all 'Favorites' starting with "FWL."



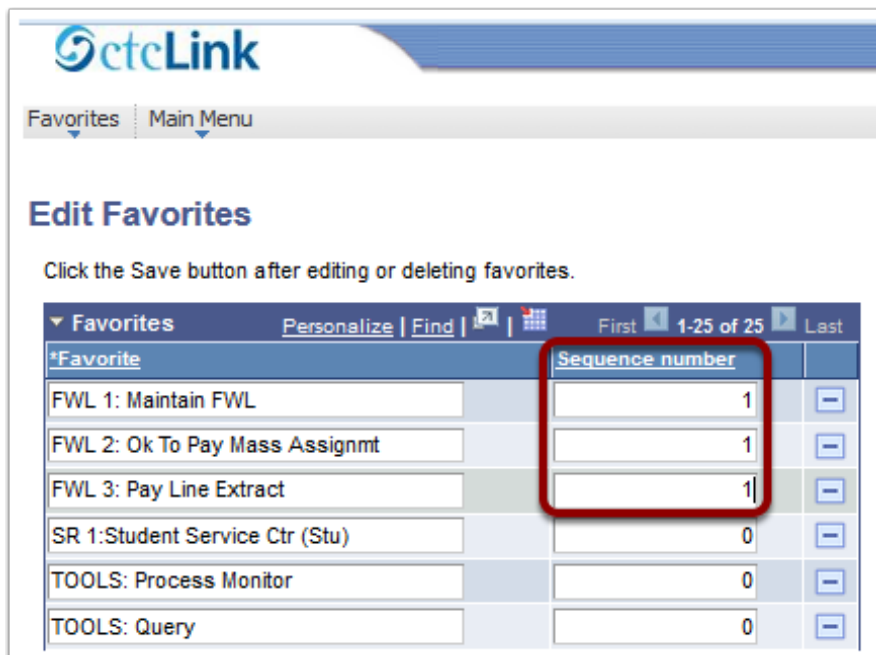
ctcLink

Favorites | Main Menu

Edit Favorites

Click the Save button after editing or deleting favorites.

*Favorite	Sequence number	
FWL 1: Maintain FWL	0	-
FWL 2: Ok To Pay Mass Assignmt	0	-
FWL 3: Pay Line Extract	0	-
SR 1: Student Service Ctr (Stu)	0	-
TOOLS: Process Monitor	0	-
TOOLS: Query	0	-



ctcLink

Favorites | Main Menu

Edit Favorites

Click the Save button after editing or deleting favorites.

*Favorite	Sequence number	
FWL 1: Maintain FWL	1	-
FWL 2: Ok To Pay Mass Assignmt	1	-
FWL 3: Pay Line Extract	1	-
SR 1: Student Service Ctr (Stu)	0	-
TOOLS: Process Monitor	0	-
TOOLS: Query	0	-

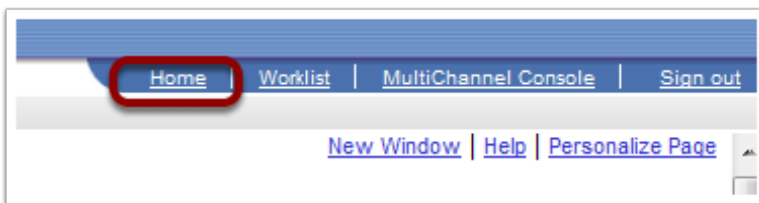
4. Click Save. The links will automatically re-order themselves on save.

Edit Favorites

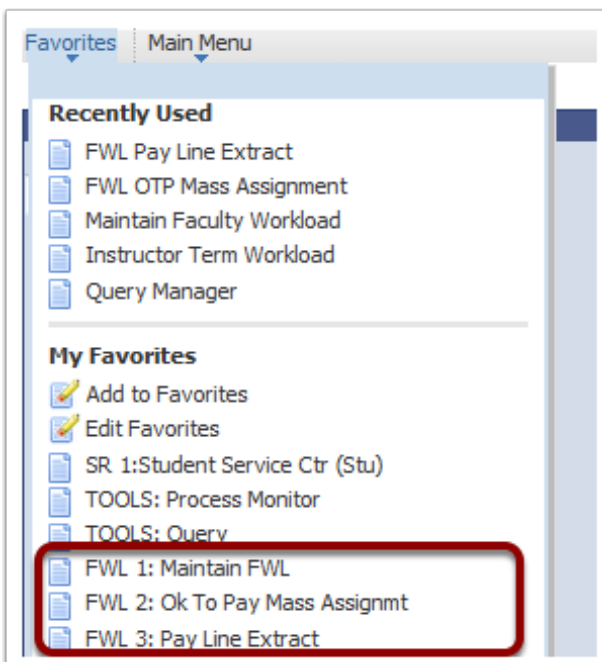
Click the Save button after editing or deleting favorites.

Favorites			Personalize	Find	First	1-25 of 25	Last
*Favorite	Sequence number						
SR 1:Student Service Ctr (Stu)		0					
TOOLS: Process Monitor		0					
TOOLS: Query		0					
FWL 1: Maintain FWL		1					
FWL 2: Ok To Pay Mass Assignmt		1					
FWL 3: Pay Line Extract		1					

5. Click the Home link in the upper, right hand portion of the window.

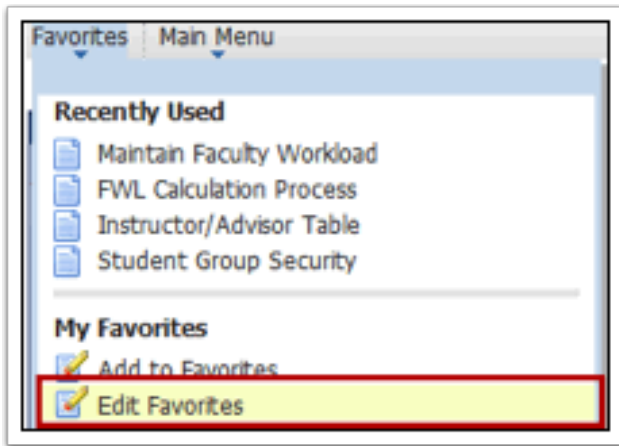


1. Click the Favorites menu to view the sequence order changes made.

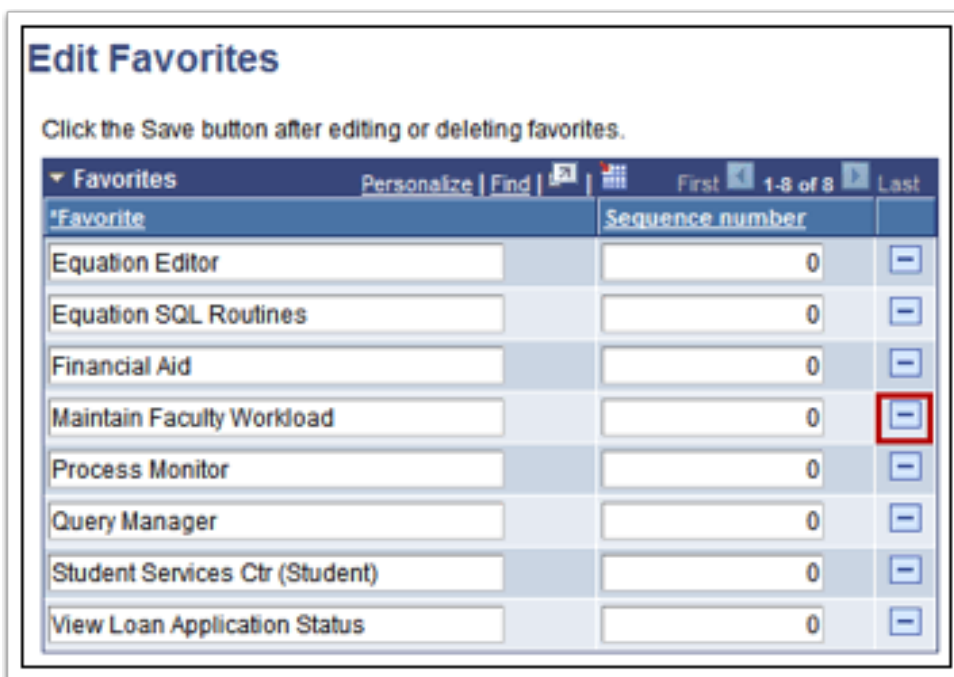


Deleting Favorites

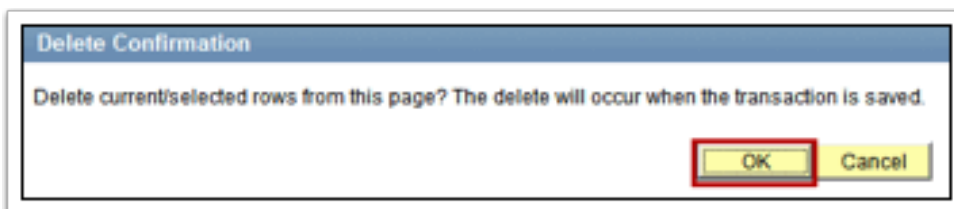
1. Click the Favorites menu.
2. Click the Edit Favorites link.



3. Click the Delete Row (-) button next the Favorite to be deleted.



4. Click the OK button.



5. The page link is deleted.

Edit Favorites

Click the Save button after editing or deleting favorites.

Favorites		
Personalize Find  	First  1-7 of 7  Last	
*Favorite	Sequence number	
Equation Editor	0	
Equation SQL Routines	0	
Financial Aid	0	
Process Monitor	0	
Query Manager	0	
Student Services Ctr (Student)	0	
View Loan Application Status	0	

FWL Calculation Processing (Batch)

Purpose: Use this document as a reference for how to use or add a Run Control to schedule the Faculty Workload Calculation Process. Executing the FWL Calculation Process via the Process Scheduler (batch) loads the FWL Grid to the Maintain Faculty Workload page in ctcLink. The FWL Calculation Process allows for Initial Calculation, Recalculation of All Contracts with Changes or Recalculation of an Individual Contract. This document also covers Understanding Process Log Files.

Audience: Class Scheduling Staff, HR\Payroll Staff

Navigation

Navigation: Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Calculation Process

 **Alert:** Scheduling the FWL Calculation Process requires the **Empl ID** of the Instructor. The **Empl ID Look Up** does not provide a name search feature. You **MUST** know the **Empl ID** of the instructor **BEFORE** attempting to enter this in the scheduling parameters!

Initial Calculation

When a new instructor has been assigned to all the intended classes for a term, the next step is to load the instructor and all relevant class information to the Maintain Faculty Workload page using the FWL Calculation Process. Doing so; will populate the Maintain Faculty Workload page, which consists of the FWL Grid, Calculation Result, and a draft Pay Line.

 **Tip:** Executing the FWL Calculation Process via the Process Scheduler (batch) is only required the first time the FWL Grid is loaded to the Maintain Faculty Workload page for an instructor. After the instructor has been processed and exists in FWL, all subsequent calculations can be done within the Maintain Faculty Workload page, using the 'Recalc All' for all new and existing contracts (if changed) or using the individual 'Recal' buttons for a specific existing contract (if changed).

Note: The FWL Calculation Process is run only after the instructor has been added to the Instructor/Adviser Table and the instructor has been assigned to a class or had a non-instructional assignment added. The following Quick Reference Guides are designed to assist with those processes:

- [Adding an Instructor to the Instructor/Adviser Table](#)
- [Add Instructor Assignment to Schedule of Class](#)
- [Processing Non-Instructional Faculty Workload](#)

1. Navigate to the FWL Calculation Process to search for and use or add a new Run Control ID.

Tip: A Run Control ID is used to allow saving of scheduling parameters for a specific process for later re-use. An ID can be used again with the same parameters or edited to change parameters. It is saved automatically when the Run button is clicked. Run Control IDs are user specific, which means:

- It is named by the user.
- Can only be seen by that user.
- Follows the user wherever they login from, regardless of browser or computer.

2. At the FWL Calculation Process search page, search for an existing run control by:

- Leaving the Run Control ID: blank and clicking the Search button.
- Using *Basic Search*: Entering the first few letters of an existing ID and clicking the Search button searching for any Run Control ID that 'begins with' those letters.
- Using *Advanced Search*: Click the **Advanced Search** link and select the desired search operator (e.g. contains) from the drop down menu and enter a value as search criteria (e.g. WA).

FWL Calculation Process

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

FWL Calculation Process

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Run Control ID:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-23 of 23 Last

Run Control ID
ALVIN_WA171
BHT_WA171

3. If no Run Control ID exists, of a new one is desired, click the **Add a New Value** tab.
4. Enter the Run Control ID in the open text box (e.g. FWL_CALC) and click **Add**.

FWL Calculation Process

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

3. On the FWL Calculation Process parameters page enter the following:
 - Academic Institution: Enter or use the lookup.
 - Term: Enter or use the lookup.

FWL Calculation Process

Run Control ID: FWL_CALC [Report Manager](#) [Process Monitor](#) Run

FWL Calculation Parameters

*Academic Institution: WA220 Tacoma CC ←

*Term: 2163 SPRING 2016 ←

Employee			
Empl ID	Last Name	First Name	
1 101005554	Smith	Patty	+ -

☐ Recalc for Changes ↑

Save Add

Warning: Instructors missing their Instructor/Advisor Table will error when entering their Empl ID. Refer to the Quick Reference Guide on [Adding an Instructor to the Instructor/Advisor Table](#).

- **Empl ID:** Enter the Empl ID for the instructor(s) to be initialized. If your college requires each division to manage their own instructor calculations, DO NOT leave this field blank. Leaving the field blank will calculate ALL instructors assigned to classes at the institution. Use the plus (+) symbol to add a new row for each additional Empl ID.
 - **Recalc for Changes:** Leave unchecked if executing this process for the first time this term for the instructor. If there are changes to class information or new, additional assignments check the box to recalculated.
4. Click the **Run** button to open the **Process Scheduler Request** pop-up window.

Process Scheduler Request

User ID: CTC_FUNCTIONAL Run Control ID: FWL_CALC

Server Name: Run Date: 07/14/2016 Run Time: 4:47:25PM

Recurrence: Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	FWL Calculation Process	CTC_FWL_CALC	Application Engine	Web	TXT	Distribution

- At the Process Scheduler Request page click OK to launch the process and return to the scheduling parameters page.
- At the FWL Calculation Process parameters page, click the Process Monitor link to monitor the process and access the log file.

FWL Calculation Process

Run Control ID: FWL_CALC [Report Manager](#)

Process Instance: 6171385

FWL Calculation Parameters

*Academic Institution: WA220 Tacoma CC

*Term: 2163 SPRING 2016

Employee: [Personalize](#) | [Find](#) | [View All](#) | [Print](#) First 1 of 1 Last

- In the Process Monitor, the Run Status will progress from *Queued -Initialized -Processing* to either *Success* or *No Success*. With a Run Status of *Success* or *No Success* the **Details** link will provide access to batch process log files when the **Distribution Status** changes to *Posted*. Click the **Details** link to view the log files.

Process List **Server List**

View Process Request For

User ID: CTC_FUNCTIONAL Type: Last: 1 Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	6171385		Application Engine	CTC_FWL_CALC	CTC_FUNCTIONAL	07/14/2016 4:47:25PM PDT	Success	Posted	Details

- In the Process Details page click the View Log/Trace link in the Actions section at the bottom of the page.

Process Detail

Process	
Instance 6171385	Type Application Engine
Name CTC_FWL_CALC	Description FWL Calculation Process
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID FWL_CALC	☐ Hold Request
Location Server	☐ Queue Request
Server PSUNX	☐ Cancel Request
Recurrence	☐ Delete Request
	☐ Restart Request

Date/Time	Actions
Request Created On 07/14/2016 4:51:05PM PDT	Parameters Transfer
Run Anytime After 07/14/2016 4:47:25PM PDT	Message Log View Locks
Began Process At 07/14/2016 4:51:16PM PDT	Batch Timings
Ended Process At 07/14/2016 4:51:27PM PDT	View Log/Trace

- In the View Log/Trace page, click the FWL_Initial_Calculation_Process_nnnnnn.log link.

View Log/Trace

Report	
Report ID: 257277	Process Instance: 6171385 Message Log
Name: CTC_FWL_CALC	Process Type: Application Engine
Run Status: Success	
FWL Calculation Process	
Distribution Details	
Distribution Node: local	Expiration Date: 08/13/2016

File List		
Name	File Size (bytes)	Datetime Created
AE CTC_FWL_CALC_6171385.AET	16,682	07/14/2016 4:51:27.674114PM PDT
AE CTC_FWL_CALC_6171385.log	3,834	07/14/2016 4:51:27.674114PM PDT
FWL_Initial_Calculation_Process_6171385.log	1,448	07/14/2016 4:51:27.674114PM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	CTC_FUNCTIONAL

- The Empl IDs entered in the scheduling parameters will be displayed in the Process/Interface Log. If there were errors in attempting to calculate, the Empl ID will appear in the Calculation Error Log below the scheduling parameters. If the initialization was successful the Empl ID, Assignment Type and Contract Type will appear for each successfully initialized FWL Grid record. If the process ran to *No Success*, skip to step 13.

```

*****
***** Process / Interface Log *****
*****
Process Instance : 98442 Operator ID : CTC_FUNCTIONAL
Process Name : CTC_FWL_CALC Run Date/Time : 08/14/2015 12:05:29
*****
***** Run Control Parameter *****
*****
Run Control ID (RUN_CNTL_ID) : WA171
Academic Institution (INSTITUTION) : WA171
Term (TERM) : 2153
Recalculate (CTC_FWL_RECALC) : N

Academic Institution (INSTITUTION) : WA171
Empl ID (EMPLID) : 101001234
*****
***** Calculation Error Log - (If program has faced any error during calculation) *****
*****
***** Initial Calculation Process is completed for below employee(s) *****
*****
Emplid: 101001234 - Assignment Type: COR - Contract Type: A12
*****

```

- When finished reviewing the log file simply close the tab or window in your browser that contains the log file display to return to the **View Log/Trace** page, then click the **Return** button at the bottom of the page to return to the **Process Detail** page.

View Log/Trace

Report

Report ID: 32379 Process Instance: 98442 [Message Log](#)
Name: CTC_FWL_CALC Process Type: Application Engine
Run Status: Success
FWL Calculation Process

Distribution Details

Distribution Mode: local Expiration Date: 08/21/2015

File List

Name	File Size (Bytes)	Datetime Created
AE CTC_FWL_CALC_98442.log	597	08/14/2015 12:05:38 908510PM PDT
AE CTC_FWL_CALC_98442.txt	556,552	08/14/2015 12:05:38 908510PM PDT
FWL_Initial_Calculation_Process_98442.log	1,445	08/14/2015 12:05:38 908510PM PDT

Distribute To

Distribution ID Type : Distribution ID
User : CTC_FUNCTIONAL

Return

- At the **Process Detail** page click the **OK** button to return to the **Process Monitor** page, or simply navigate to the **Maintain Faculty Workload** page, the next step in the process. To view the initialized records follow the **Quick Reference Guide** on using the **Maintain Faculty Workload** page.

Process Detail

Process

Instance: 98442 Type: Application Engine
Name: CTC_FWL_CALC Description: FWL Calculation Process
Run Status: Success Distribution Status: Posted

Run

Run Control ID: WA171
Location: Server
Server: PSURK
Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time

Request Created On: 08/14/2015 12:05:17PM PDT
Run Anytime After: 08/14/2015 12:05:14PM PDT
Began Process At: 08/14/2015 12:05:29PM PDT
Ended Process At: 08/14/2015 12:05:38PM PDT

Actions

[Parameters](#) [Transfer](#)
[Message Log](#) [View Logs](#)
[Batch Terminate](#) [View Log/Trace](#)

OK Cancel

 **Tip:** Once the FWL Grid has been loaded, some additional maintenance of specific fields may be required (depending on the formulas configured) to add additional information. If so, a second recalculation would be performed to finalize the contract data and ensure the Pay Line (payroll payments) Non-instructional, some Continuing Education and any prorated contracts will require additional edits within the FWL Grid before an online contract page can be generated. Generation of the online contract page is a separate batch process.

If an instructor has already had their initial calculation performed for that Term, the process will run to success, but the Calculation Error Log section of the log file will display the message "Please run the recalculation process for below employee(s)." You will need to re-run the process with the Recalc for Changes check box checked.

```
*****
                          Process / Interface Log
*****
Process Instance   : 6171453      Operator ID       : CTC_FUNCTIONAL
Process Name      : CTC_FWL_CALC  Run Date/Time    : 07/18/2016 13:02:50
*****
                          Run Control Parameter
*****
Run Control ID     (RUN_CNTL_ID)  : Docu_Init
Academic Institution (INSTITUTION) : WA171
Term               (TERM)         : 2165
Recalculate        (CTC_FWL_RECALC) : N

Academic Institution (INSTITUTION) : WA171
Empl ID             (EMPLID)       : 10100255
*****
Calculation Error Log - (If program has faced any error during calculation)
*****
Please run the recalculation process for below employee(s)
*****
Emplid: 10100255 - Assignment Type: 002 - Contract Type: F02
Emplid: 10100255 - Assignment Type: K02 - Contract Type: K02
Emplid: 10100255 - Assignment Type: M02 - Contract Type: M02
*****
```

Recalculation of All Contracts with Changes

A instructor can be recalculated, either online (on the Maintain Faculty Workload page) or in batch, using the FWL Calculation Process. When recalculated in batch, the Recalc for Changes check box is checked. Checking this box displays the Contract Type section. If the Contract Type parameter is left blank, ALL Contract Types for any instructor listed will be picked up for recalculation, and any new, changed or deleted instructor assignments, either from Schedule of Class or non-instructional assignment in the Instructor Term Workload page will be processed.

FWL Calculation Process

Run Control ID: RECALC_ALL_PROCESS [Report Manager](#) [Process Monitor](#) [Run](#)

FWL Calculation Parameters

*Academic Institution: WA171 [Spokane CC](#)

*Term: 2165 [SUMMER 2016](#)

Employee [Personalize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

	Empl ID	Last Name	First Name		
1	101000000	White	Jim	+	-

☒ Recalc for Changes

Contract Type [Personalize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

	Contract Type	Description		
1			+	-

Leave blank to Recalc ALL

[Save](#) [Add](#)

Recalculation of an Individual Contract Type

A instructor can be recalculated, either online (on the **Maintain Faculty Workload** page) or in batch, using the **FWL Calculation Process**. When recalculated in batch, the **Recalc for Changes** check box is checked.

Checking this box displays the **Contract Type** section. When the **Contract Type** parameter is left blank ALL contracts for the listed instructors are recalculated. When the **Contract Type** parameter is populated, the specified **Contract Types** for any instructor listed will be picked up for recalculation, and any new, changed or deleted instructor assignments, either from **Schedule of Class** or non-instructional assignment in the **Instructor Term Workload** page will be processed.

The recalculation process can be executed for a single instructor or many instructors, by clicking the Plus (+) symbol on the Empl ID row and adding more instructor IDs. The recalculation options selected will apply to all instructors entered in the parameters.

FWL Calculation Process

Run Control ID: RECALC_ALL_PROCESS [Report Manager](#) [Process Monitor](#)

Run

FWL Calculation Parameters

*Academic: WA171 Spokane CC
*Institution:
*Term: 2165 SUMMER 2016

Employee Personalize | Find | | First 1 of 1 Last

	Empl ID	Last Name	First Name
1	1010020		

Enter Empl ID of instructor to be recalculated for a specific Contract Type.

☒ Recalc for Changes

Contract Type Personalize | Find | | First 1 of 1 Last

	Contract Type	Description
1	A04	Adjunct: Technical Education

Save

Add

FWL Calculation Process

Run Control ID: RECALC_ALL_PROCESS [Report Manager](#) [Process Monitor](#)

Run

FWL Calculation Parameters

*Academic: WA171 Spokane CC
*Institution:
*Term: 2165 SUMMER 2016

Employee Personalize | Find | | First 1 of 1 Last

	Empl ID	Last Name	First Name
1			

Leave blank to recalculate ALL instructors for a specified Contract Type.

☒ Recalc for Changes

Contract Type Personalize | Find | | First 1 of 1 Last

	Contract Type	Description
1	B14	Adjunct: ABE Mini-Sessions

Save

Add

FWL Calculation Process

Run Control ID: RECALC_ALL_PROCESS [Report Manager](#) [Process Monitor](#) Run

FWL Calculation Parameters

*Academic Institution: WA171 Spokane CC
 *Term: 2165 SUMMER 2016

Employee Personalize | Find | | First 1-3 of 3 Last

	Empl ID	Last Name	First Name		
1	101002016				
2	101005011				
3	101006677				

☒ Recalc for Changes

Contract Type Personalize | Find | | First 1 of 1 Last

	Contract Type	Description		
1	B14	Adjunct: ABE Mini-Sessions		

Multiple Instructors can be recalculated for a single contract type by clicking the Plus (+) symbol to add new rows.

Understanding Process Log Files - Status = Success

The FWL Calculation Process generates 3 forms of log files at completion. If the process executes to *Success*, the user only need review the FWL Initial Calculation Process log file to view the information on processed records.

The FWL Initial Calculation Process log file has 3 sections:

1. Calculation Error Log - (If program has faced any error during calculation)

If you received a message in this section, it is likely due to attempting to process a calculation as an 'initial' calculation, when the initial calculation has already been done. The message will direct you to execute the process again, but as a recalculation.

2. Initial Calculation Process is completed for below employee(s):

This is the desired outcome. Instructors whose calculation were successful are displayed with the Assignment Type and Contract Type code. If an instructor has multiple classes, each with a unique Assignment Type it is possible for that instructor to appear on multiple rows, one for each successfully calculated Contract Type.

3. Calculation/Formula Configuration is not defined for below combinations:

If an instructor appears in this section it means a few possible things,

- The Assignment Type chosen is not applicable for the Empl Class of the selected Empl Rcd Nbr. (Translation: You picked a Part Time Assign Type, but the job record is Full Time, or vice-versa).

- The Assignment Type attached to the instructor's class does not have that Subject configured.
- The Assignment Type attached to the instructor's class does not have that Component configured for that Subject.

Understanding Process Log Files - Status = No Success

1. If the process executes to a Run Status of *No Success* the FWL Calculation Processing log file will appear without the Calculation Error Log and Initial Calculation Process sections. This log file will not provide the information necessary when a process runs to *No Success* because essentially the process has aborted before the log file write is complete.

```

*****
Process / Interface Log
*****
Process Instance   : 99533      Operator ID       : CTC FUNCTIONAL
Process Name      : CTC_FWL_CALC Run Date/Time      : 08/17/2015 07:27:01
*****
Run Control Parameter
*****
Run Control ID (RUN_CRTL_ID) : FWLInitialize
Academic Institution (INSTITUTION) : NA171
Term (TERM) : 2153
Recalculate (CTC_FWL_RECALC) : N
Academic Institution (INSTITUTION) : NA171
Expl ID (EMPLID) : 101000009

```

2. When a process runs to *No Success*, an ERP Support Ticket will need to be filed. To better provide information in filing your ticket you can access the technical log files from the **View Log/Trace** page, by selecting the **AE_CTC_FWL_CALC** log file link.
 1. In the **AE_CTC_FWL_CALC** file ending with 'AET' (application engine trace) the SQL Error message will appear after the row containing the word "ABENDED."
 2. In the **AE_CTC_FWL_CALC** file ending with 'log' the SQL Error message will appear on the line starting with "File:" just above the 'Failed SQL stmt:' row. Both the 'AET' and 'log' files will contain the same error.
 3. In the **AE_CTC_FWL_CALC** file ending with 'trc' no error logging will be evident unless a technician turns on trace logging. This file can be ignored as it only aids the technician during triage.

 **Tip:** When a process runs to *No Success* an ERP Support Ticket is in order. When filing the ticket, make sure to provide the process **Name: CTC_FWL_CALC** and the **Process Instance:** (e.g. 99533). This way the support technician can access the log files produced by the process.

View Log/Trace

Report

Report ID: 257312 Process Instance: 6171449 [Message Log](#)

Name: CTC_FWL_CALC Process Type: Application Engine

Run Status: No Success

FWL Calculation Process

Distribution Details

Distribution Node: local Expiration Date: 08/17/2016

File List

Name	File Size (bytes)	Datetime Created
AE CTC FWL CALC 6171449.AET	2,050	07/16/2016 12:01:24 PM PDT
AE CTC FWL CALC 6171449.log	2,788	07/16/2016 12:01:24 PM PDT
AE CTC FWL CALC 6171449.ETC	224	07/16/2016 12:01:24 PM PDT
FWL - Initial Calculation Process 6171449.log	905	07/16/2016 12:01:24 PM PDT

Both files will display the same SQL Error message.

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_FUNCTIONAL

[Return](#)

- If the error seen in the AE CTC FWL CALC log file states that there is a 'single-row subquery returns more than one row' error, then the contract configuration unintentionally has a duplicate assignment type from another contract. the ERP support technical, (or the HR staff person maintaining contract configuration) will need to identify the duplicate record and correct the configuration before you can re-attempt initialization.

```

PeopleTools 9.55.15 - Application Engine
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All Rights Reserved

PeopleTools SQL Trace value overrides configuration setting after db login. Configuration setting: 0 (0)
PeopleTools SQL Trace value: 0 (0) (/u01/app/peoft/pe_config/ctc_fw/cfg2/appserv/prod/CSQA2/log_output/AE CTC FWL CALC 99533.kso)
PeopleTools PeopleCode Trace value: 4044 (default) (/u01/app/peoft/pe_config/ctc_fw/cfg2/appserv/prod/CSQA2/log_output/AE CTC FWL CALC 99533.kso)

File: /u01/app/peoft/pe_config/ctc_fw/cfg2/appserv/prod/CSQA2/log_output/AE CTC FWL CALC 99533.kso
Error: 1427 - ORA-01427: single-row subquery returns more than one row
SQL error: UPDATE PS_CTC_FWLID STD AI SET AI.CONTRACT_TYPE = (SELECT DISTINCT B.CONTRACT_TYPE FROM PS_CTC_CAL_CPS_TBL B WHERE
B.INSTITUTION=AI.INSTITUTION AND B.STNM=AI.STNM AND B.CTC_FWL_ENPL_CLASS=AI.CTC_FWL_ENPL_CLASS AND B.ASSIGN_TYPE=AI.ASSIGN_TYPE) WHERE
AI.PROCESS_INSTANCE=99533 AND EXISTS (SELECT "X" FROM PS_CTC_CAL_CPS_TBL X WHERE AI.INSTITUTION = X.INSTITUTION AND AI.STNM= X.STNM AND AI.ASSIGN_TYPE =
X.ASSIGN_TYPE AND AI.CTC_FWL_ENPL_CLASS= X.CTC_FWL_ENPL_CLASS)

Process 99533 ABENDED at Step CTC_FWL_CALC.FWL_SRID_CNT_TYPE (SQL) -- RC = 1427 (100,524)
Process 99 ABENDED at Step 99.99.99 (Action 99) -- RC = 99

```

Processing Non-Instructional Faculty Workload

Purpose: Use this document as a reference for adding Non-Instructional "Special Assignments" to the Instructor Term Workload page, execute the calculation process and update the Maintain Faculty Workload page to complete the data entry for a Special Assignment contract. Non-Instructional contracts will require some editing of on the FWL Grid and recalculation of the contract from within the Maintain Faculty Workload page to complete.

Audience: Class Scheduling Staff or HR\Payroll Staff

Navigations:

Main Menu → Curriculum Management → Instructor/Advisor Information → Instructor Term Workload

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Calculation Process

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

i **Note:** Non-Instructional 'Special Assignments' refers to any workload assignment for which no class exists in Schedule of Class. These include, but are not limited to the following types of assignments:

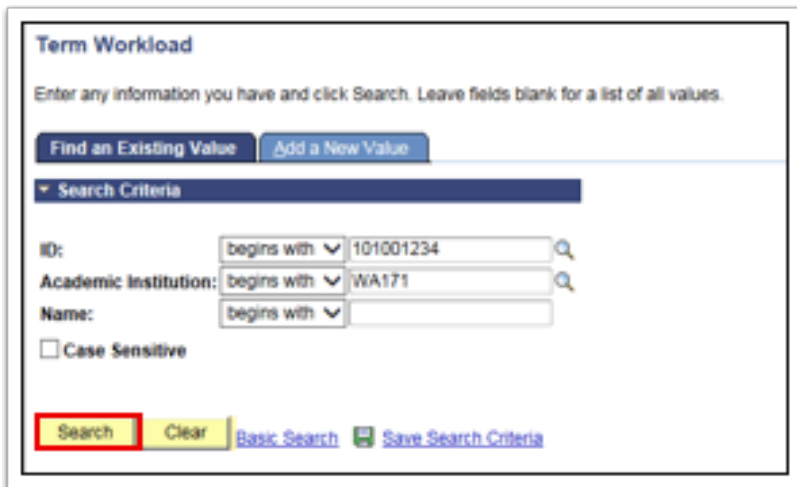
- Release Time (paid or unpaid)
- Counseling or Librarian Assignments (not associated with in-class work)
- WAOL Class Teaching Assignments (where the class is not offered at your institution)
- Continuing Education (non-class)
- Math Lab, Business Technology Labs (where pay is for hours unrelated to the contact hours of the class)
- Special Assignment contracts for community service, course prep, paid office hours, etc.

Add Non-Instructional 'Special Assignment' to Instructor Term Workload

The Instructor Term Workload page is a Campus Solutions page designed to display all instructor class assignments, including the job that assignment is associated with. This page has been customized for FWL to allow users to add non-instructional “Special Assignment” work to an instructor to be picked up and calculated for instructor pay and full time equivalency for faculty (FTE%). If an instructor has been assigned to a class, they will have a Term Workload page. The Term Workload page displays all terms for which an instructor has classes or non-instructional assignments. If an instructor has no assignments, then a new Term Workload page can be added.

Instructors with Existing Term Workload

1. Search for the instructor in the Instructor Term Workload page enter the following:
 - **ID:** Empl ID of the instructor.
 - **Academic Institution:** Enter value or use lookup.
 - **Name:** If Empl ID unknown, enter at least the first character of the Last Name (Last Name, First Name).



The screenshot shows the 'Term Workload' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section is expanded, showing three input fields: 'ID:' with a dropdown set to 'begins with' and the value '101001234'; 'Academic Institution:' with a dropdown set to 'begins with' and the value 'WA171'; and 'Name:' with a dropdown set to 'begins with'. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. Search for the correct Term page by clicking the Find link.

Term Workload
Teacher: Sally ID: 101001234

Workload Definition Find | View All First 1 of 1 Last

Academic Institution: WA171 Spokane CC Total Term FTE %

Term: 2153 SUMMER 2015

Instructor Assignment Class: LECTUR Lecture

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☒ Instructor Multiplier %: 100

Description	Subject	Catalog Nbr	Section	Class Nbr	Comb. Sects	Session Type	Work Load	App Load	Assignment FTE %
Refg Diag	ARC	203	1	1425		Lec - A15		☒	
Refg Diag	ARC	203	1	1425		Lec - A15		☒	
Refg Diag	ARC	203	1	1425		Lec - A15		☒	
Serv Procd	ARC	204	1	1430		Lec - A15		☒	

Save Return to Search Notify Add Update Display

3. In the pop-up window enter the Term value, (e.g. 2153) and click OK.

sbctc.edu needs some information

Script Prompt:

Enter search string:

2153

OK Cancel

4. Once in the correct Term, on the **Workload Assignment** tab, click the **Add a Row (+)** button to add an additional Workload Assignment.

Term Workload
Teacher: Sally ID: 101001234

Workload Definition Find | View All First 1 of 1 Last

Academic Institution: WA171 Spokane CC Total Term FTE %

Term: 2153 SPRING 2015

Instructor Assignment Class: LECTUR Lecture

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☒ Instructor Multiplier %: 100

Workload Assignment Job Code

Description	Subject	Catalog Nbr	Section	Class Nbr	Comb. Sects	Session Type	Work Load	App Load	Assignment FTE %
Hvac Refg 1	AIRC	109	1	2532		Lec - A15		☒	
Hvac Refg 2	AIRC	110	1	2533		Lec - A15		☒	
Course Preparation						Crs Pre	10.00	☒	

Save Return to Search Notify Add Update Display

5. On the **Workload Assignment** tab, enter the following:

- Description:** Free text field to enter the description of the work being performed. (Does not load into the FWL Grid.)

- **Assignment Type:** Click the drop down menu to select a Non-Instructional Assignment Type, (e.g. Crse Prep).
- **Work Load:** (Optional) Hours of work being performed (Does not load into the FWL Grid).
- Click **Save**.

Adding a Term to Instructors with Existing Term Workload Pages

1. Search for the instructor in the **Instructor Term Workload** page enter the following:
 - **ID:** Empl ID of the instructor.
 - **Academic Institution:** Enter value or use lookup.
 - **Name:** If Empl ID unknown, enter at least the first character of the Last Name (Last Name, First Name).
2. Click the Plus (+) symbol in the upper right side of the page, under the Workload Definition section header and on the new page enter the following:
 - **Term:** Enter the term of the non-instructional assignment, or use the Look Up.
 - **Instructional Assignment Class:** Click in the Assignment Class field and the system will populate LECTUR.
3. On the **Workload Assignment** tab, enter the following:
 - **Description:** Free text field to enter the description of the work being performed. (Does not load into the FWL Grid.)
 - **Assignment Type:** Click the drop down menu to select a Non-Instructional Assignment Type, (e.g. Crse Prep).
 - **Work Load:** (Optional) Hours of work being performed (Does not load into the FWL Grid).
4. On the **Job Code** tab, enter the following:
 - **Empl Rcd#:** The Employee's record number
 - Click **Save**.

The screenshot displays the 'Term Workload' application interface. At the top, it shows 'White' and 'ID: 101002'. Below this is the 'Workload Definition' section with fields for 'Academic Institution' (WA172 Spokane Falls CC), 'Term' (with a search icon), 'Instructor Assignment Class' (with a search icon), 'Calculate Workload' (checked), 'Limit Workload' (checked), 'Assigned FTE %' (input field), and 'Instructor Multiplier %' (input field). A 'Total Term FTE%' field is also present. Below the 'Workload Definition' section are two tabs: 'Workload Assignment' and 'Job Code'. The 'Workload Assignment' tab is active, showing a table with columns: 'Description', 'Subject', 'Catalog Nbr', 'Section', 'Class Nbr', 'Comb Sects ID', '*Assign Type', 'Work Load', 'App Load', and 'Assignment ETE %'. The 'Job Code' tab is also visible. At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Workload Definition Find | View All First 2 of 3 Last

Academic Institution: WA172 Spokane Falls CC Total Term FTE%

Term: 2165 SUMMER 2016

Instructor Assignment Class: LECTUR LECTURE

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☒ Instructor Multiplier %: 100

Workload Assignment Job Code

Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Work Load	App Load	Assignment FTE %
Counseling						Course		☒	

Term Workload White, Jim L ID: 101002036

Workload Definition Find | View All First 2 of 3 Last

Academic Institution: WA172 Spokane Falls CC Total Term FTE%

Term: 2165 SUMMER 2016

Instructor Assignment Class: LECTUR LECTURE

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☒ Instructor Multiplier %: 100

Workload Assignment Job Code

Look Up Empl Rcd#

Empl ID: 101002036

Empl Rcd Nbr:

Department ID:

Job Code:

Look Up Clear Cancel Basic Lookup

Search Results

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
1	96720	SOC Adult Education	440026	ADJUNCT OFFICE HOURS	Emp	Active
2	96720	SOC Adult Education	440026	ADJUNCT OFFICE HOURS	Emp	Active
3	96720	SOC Adult Education	444440	ADJUNCT ACADEMIC EMPLOYEE	Emp	Active

Warning: If you receive a warning pop-up alerting you that the "Instructor Class is Full-Time, but the Job is Part-Time" you can ignore this. This is a warning message relative to the delivered Faculty Workload process in PeopleSoft and is unrelated to the custom developed solution. Click OK to skip this message and close the pop-up.

Adding A New Term Workload Page

- Search for the instructor in the Instructor Term Workload page enter the following:
 - ID: Empl ID of the instructor.
 - Academic Institution: Enter value or use lookup.
 - Name: If Empl ID unknown, enter at least the first character of the Last Name (Last Name, First Name).
- If the message 'No Records Selected' appears, click the Add a New Value tab and enter the following:
 - ID: Empl ID of the instructor.

- Academic Institution: Enter value or use lookup.

3. Click the Add button.

Term Workload

Find an Existing Value **Add a New Value**

ID: 1010026

Academic Institution: WA172

Add

1. A blank Workload Definition page will appear. Enter the following:
 - Term: Enter the term of the non-instructional assignment, or use the Look Up.
 - Instructional Assignment Class: Click in the Assignment Class field and the system will populate LECTUR.
3. On the Workload Assignment tab, enter the following:
 - Description: Free text field to enter the description of the work being performed. (Does not load into the FWL Grid.)
 - Assignment Type: Click the drop down menu to select a Non-Instructional Assignment Type, (e.g. Crse Prep).
 - Work Load: (Optional) Hours of work being performed (Does not load into the FWL Grid).
4. On the Job Code tab, enter the following:
 - Empl Rcd#: The Employee's record number
 - Click Save.

Term Workload

ID: 101002

Workload Definition Find | View All First 1 of 1 Last

Academic Institution: Spokane Falls CC

Term: SPRING 2016

Instructor Assignment Class: LECTUR

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☒ Instructor Multiplier %: 100

Workload Assignment Job Code

Description	Subject	Catalog	Section	Class	Comb. Sects	*Assign	Work Load	App Load	Assignment FTE %
Math Center Lab Hours						Math Le	70.00	☒	

Save **Notify** **Add** **Update/Display**

i Note: After the Instructor Term Workload page has been updated with the non-instructional assignment, run the FWL Calculation Process to load the assignment into the Maintain Faculty Workload page, and build the FWL Grid. Refer the the Quick Reference Guide on [FWL Calculation Process \(batch\)](#).

Update Maintain Faculty Workload - FWL Grid to Complete Calculation

1. Navigate to the **Maintain Faculty Workload** page to update the newly added FWL Grid page. All Non-Instruction assignments from the Instructor Term Workload page will load with a 5 digit class number starting with 99999 and increment down in numbers for multiple assignments. Because this assignment is not driven from Schedule of Class the Component, Subject Catalog Nbr, Class Title and Section will not be populated. The Weekly Contact Hours field will be zero, as those hours are driven from class data.

FWL Grid Details

Effective Date: 04/06/2016 Eff Seq: 2

Faculty Workload

Class Nbr	Academic Institution	Term	Course Component	Subject Area	Catalog Nbr	Class Title	Class Section	Unit	Var Credit	Online Class	Weekly Contact Hours
1 99999	W 172	2163						0.00	☐	☐	0.00

2. When Non-Instructional assignments are loaded to the FWL Grid they are missing 3 key data elements which must be added before the contract is Recalculated in order to generate Pay Line data:
 - Start Date
 - End Date
 - Contracted Hours
3. On the **Third Tab** of the FWL Grid Page, enter the **Start Date** and **End Date** fields with the begin and end date of the Special Assignment. Make sure to check the override check boxes to open the fields for editing.

FWL Grid Details

Effective Date: 04/06/2016 Eff Seq: 2

Faculty Workload

First Tab Second Tab **Third Tab** Fourth Tab [FWL](#)

Class Nbr	Start Date Override	Start Date	End Date Override	End Date
1 99999	☒	06/22/2016	☒	06/29/2016

4. On the Fourth Tab on the FWL Grid Page, enter the Contract Hours. This is the total number of hours associated to this contract for the term.
5. Click Save to commit the changes to the FWL Grid page.

FWL Grid Details

Effective Date: 04/06/2016 Eff Seq: 2

Faculty Workload

First Tab Second Tab Third Tab **Fourth Tab** [FWL](#)

Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Weeks in Term	Contracted Hours
1 99999	☒	\$0.000	\$0.000	\$0.00	\$0.000	0.000	0	42.00

6. In order to recalculate the contract to incorporate those changes, on the HCM Data Page tab, click Recalc All button.

HCM Data Page FWL Grid Calculation Results FWL Notes/Comments

[Instructions](#)

Header Data

Empl ID: 10100 Institution: WA172 Spokane Falls CC Term: 2163 SPRING 2016
 First Name: Kris Last Name: Phone:
 Email ID: K IE EDU

HCM Data Information

HCM Position Job Summary

Position Number	Empl Class	Empl Rcd #	Empl Rcd # Descr	HR Status	Peyroll Status	Job Code	Company	Business Unit	Department	Salary Grade	Step	View Job Data
1	PTF	0	Secondary	Active	Active	440001	170	HR172	98890		0	View Job Data
2 00002840	FAC	2	Primary	Active	Active	210000	170	HR172	98890	FTF	2	View Job Data

[Recalc All](#)

Warning: Using the Recalc All button on the page will recalculate the non-instructional contract you are attempting to complete, but it may also recalculate other existing/approved contracts IF there have been changes made in **Schedule of Class** or **Instructor Term Workload** that would change the FTE%\Pay of the existing contract. If this occurs, the existing contract will be rescinded and will require verification before being regenerated.

7. When the recalculation is complete, the page will refresh and a Pay Line will display at the bottom of the page.

Class Rtr	Empl Rtr	Subject	Catalog	Assign Type	Pay Group	Department	Hours per Pay Date	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 99999	2			E15	F17	90090	0.00	12.727	42.00	\$1626.83		07/11/2016	

7. On the **FWL Calculation Result** page, review the results to confirm the accuracy of the FTE% and pay.

Empl Class	Assignment Type	Description	Min Contract Rate	Flat Fee	Eff Base Term Contract Hrs	Actual Contract Rate	FTE %	Interim Pay calculation	Total Pay for Term	Empl Rtr#	Contracted Hours
1 FAC	E15	Extended Day Counseling	\$1.000	\$0.00	330.00	\$38.734	12.727	1626.828	\$1626.83	2	42.00

8. Click back to the HCM Data Page and review Pay Line for the following:
- **First Tab:** Verify number of payments were calculated (based on the start\end dates).
 - **First Tab:** Verify that Pay Group is accurate.
 - **First Tab:** Verify the Contracted Hours are accurate.
 - **First Tab:** Make sure the Pay Dates are accurate.
 - **Second Tab:** Verify the Earn Code is as expected, if not update.
 - **Second Tab:** Verify the Account (combo) Code is as expected, if not update.

CS to HCM Pay Line												
Effective Date: 04/06/2016 Eff Seq: 1												
First	Second											
Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Hours per Pay Date	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date
1 99999	2			E15	F17	98890	0.00	12.72	42.00	\$1626.83	☐	07/11/2016

CS to HCM Pay Line							
Effective Date: 04/06/2016 Eff Seq: 1							
First	Second						
Class Nbr	Empl Rcd#	Seq No	Earnings Code	Account Code	Split %	Last Update Date/Time	Updated by
1 99999	2		MLC	000176808	0.000	04/06/16 2:03:14PM	101001733

9. If the draft Pay Line is accurate the instructor is ready to have their online contract generated.

i Note: For information on how to generate and manage the online contract(s) refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#).

FWL Department Term Summary

Purpose: Use this document as a reference for how to use the Department Term Summary page generates a list of all faculty active contracts, with the FTE% for a single term or range of terms, by a single or multiple HR Departments.

Audience: Class Scheduling Staff, Deans & Division Administrators, HR\Payroll Staff

Navigation: Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Department Term Summary

 After instructor pay has been calculated and the contract(s) generated the Department Term Summary page can be used to pull lists of all faculty contracts for a single department, all departments in a division, or all departments at an institution. Each contract, with the total FTE% value of the contract is displayed in the result. The list can be exported into an Excel spreadsheet.

Single Department/Single Term

1. Enter the Search Criteria:
 - **Institution:** Enter the institution (e.g. WA171), or use the look up.
 - **HCM Department:** Enter the HR Department value (e.g. 98718), or use the look up. HR Department values are tied to the employee's job data record, as seen in the Position/Job Summary section in Maintain Faculty Workload.
 - **Term From:** Enter the term.
 - **Term To:** Enter the same term as entered above.
2. Click Search.

Department Term Summary

Institution :

HCM Department :

Term From :

Term To :

Department	Term	Description	Empl ID	Last Name	First Name	Empl Roll	Contract Type	Description	Contract Status	Roll up FTE %
1 98718	2161	WINTER 2016	10100			0	CE1	Adjunct - Continuing Education	Accepted	2.587
2 98718	2161	WINTER 2016	10100			3	A14	Adjunct: Adult Basic Education	Accepted	32.000
3 98718	2161	WINTER 2016	10100			4	A14	Adjunct: Adult Basic Education	Accepted	16.000
4 98718	2161	WINTER 2016	10100			4	Q01	Adjunct: BHIT (J-Best)	Accepted	80.000
5 98718	2161	WINTER 2016	10100			1	A14	Adjunct: Adult Basic Education	Accepted	80.000
6 98718	2161	WINTER 2016	10100			2	A14	Adjunct: Adult Basic Education	Accepted	64.000

- After clicking Search, the results returned will be sorted in order by Department, Empl ID and Term.
- Search criteria can be changed, (different departments, different terms) and changes will be reflected in the search results once the Search button is clicked.

Multiple Departments / Multiple Terms

- Enter the Search Criteria:
 - Institution:** Enter the institution (e.g. WA171), or use the look up.
 - HCM Department:** Enter the HR Department value (e.g. 98718), or use the look up. Click the plus (+) symbol to add additional rows (e.g. 98720). HR Department values are tied to the employee's job data record, as seen in the Position/Job Summary section in Maintain Faculty Workload.
 - Term From:** Enter earliest term in the range (e.g. 2157) or use Look Up.
 - Term To:** Enter the latest term in the range (e.g. 2163) or use Look Up.
- Click Search.

Department Term Summary

Institution :

HCM Department :

Term From :

Term To :

Department Term Summary

Institution: WA171 Spokane CC

HCM Department: 98718 SCC Adult Education

Term From: 2157 FALL 2015

Term To: 2163 SPRING 2016

Search

Department	Term	Description	Empl ID
1 98718	2161	WINTER 2016	101001
2 98718	2161	WINTER 2016	101002
3 98718	2161	WINTER 2016	101003
4 98718	2161	WINTER 2016	101004
5 98718	2161	WINTER 2016	101005
6 98718	2161	WINTER 2016	101006

Look Up

Department: begins with 987

Description: begins with SCC

Look Up **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 First 1-44 of 44 Last

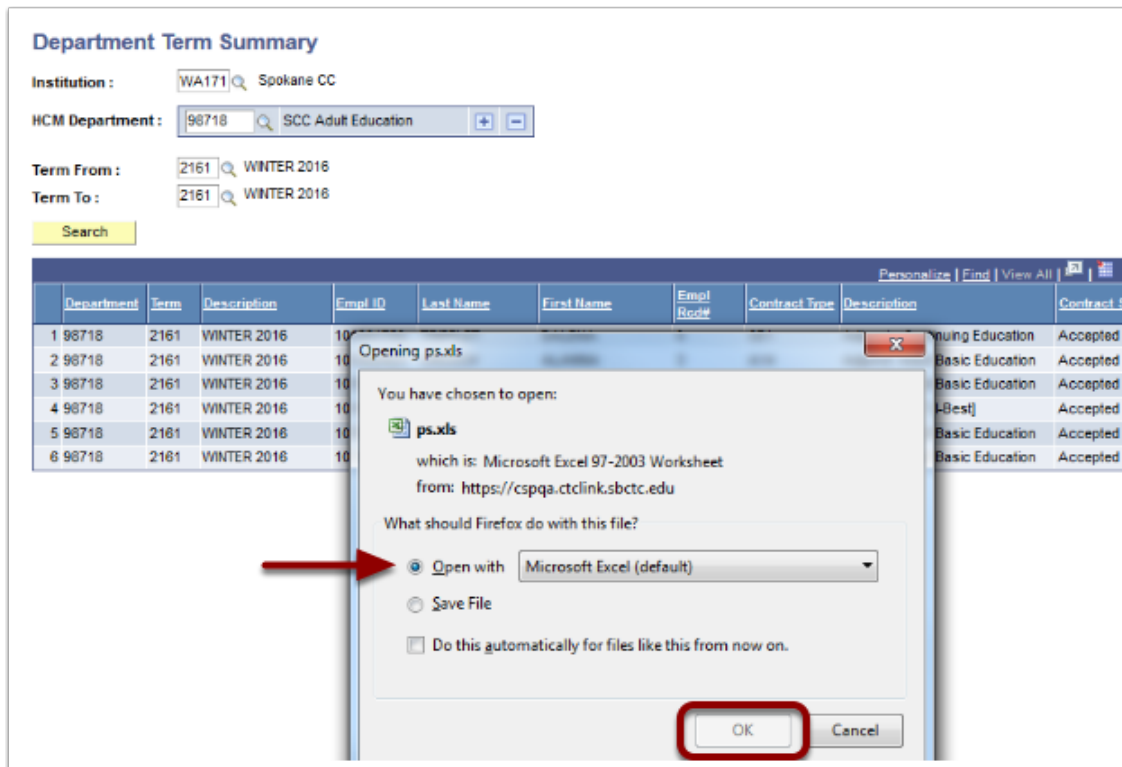
Department	Description
98796	SCC Act 2
98718	SCC Adult Education
98720	SCC Adult Education/GED
98732	SCC Allied Health
98770	SCC Applied Education
98772	SCC Apprenticeship/Journeyman

Note: Entering some search criteria in the Look Up window and clicking the Look Up button will narrow down the list of items to pick from. All departments, both Finace specific and HCM specific will appear in the Look Up window.

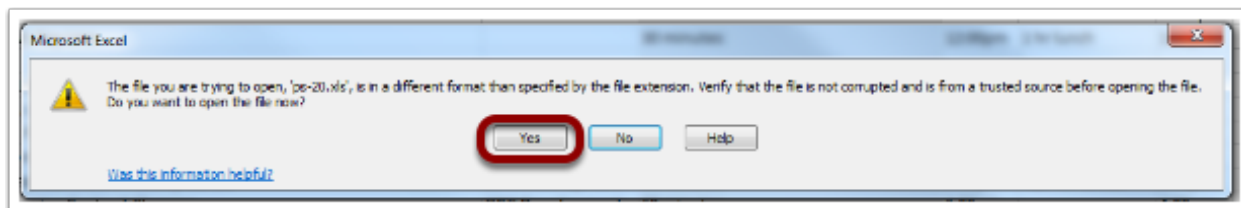
- After clicking Search, the results returned will be sorted in order by Department, Empl ID and Term.
- Search criteria can be changed, (different departments, different terms) and changes will be reflected in the search results once the Search button is clicked.

Export Search Results to Excel

- (optional) To download the search results and open in Excel, click the Export icon, circled in red above.
- In the Opening ps.xls pop-up window, click the 'Open with' radial button to activate the OK button.
- Click the OK button.



4. The system will open Excel and a Microsoft Excel message window will appear asking you to verify that the file is not corrupted and is from a trusted source.
5. Click the Yes button.



i Note: PeopleSoft will support a user having multiple Excel export records open. The first will be named ps.xls, and each subsequent export file will increment up in number, such as the ps-20.xls file open in the example above.

1. Clicking 'yes' will open the search results in Excel where it can be reformatted and saved to your local drive using whatever naming convention is desired.

	A	B	C	D	E	F	G	H	I	J	K
	Department	Term	Description	Empl ID	Last Name	First Name	Empl Rcd#	Contract Type	Description	Contract Status	Roll up FTE%
2	98718	2161	WINTER 2016	10100		LENA	0	CE1	Adjunct - Continuing Education	Accepted	2.597
3	98718	2161	WINTER 2016	10100		ANNA	3	A14	Adjunct: Adult Basic Education	Accepted	32
4	98718	2161	WINTER 2016	10100		AN	4	A14	Adjunct: Adult Basic Education	Accepted	16
5	98718	2161	WINTER 2016	10100		AN	4	Q01	Adjunct: BHIT [I-Best]	Accepted	80
6	98718	2161	WINTER 2016	10100		AN	1	A14	Adjunct: Adult Basic Education	Accepted	80
7	98718	2161	WINTER 2016	10100		ARLES	2	A14	Adjunct: Adult Basic Education	Accepted	64

Personalizing the Search Results Display

- i** For users who prefer to have their Search Results display in a different column order or sort order, using the "Personalize" option will provide tailored output. Personalized output will retain its formatting when exported to Excel.

Department Term Summary

Institution: WA171 Spokane CC

HCM Department: 98718 SCC Adult Education
98720 SCC Adult Education/GED

Term From: 2157 FALL 2015
Term To: 2163 SPRING 2016

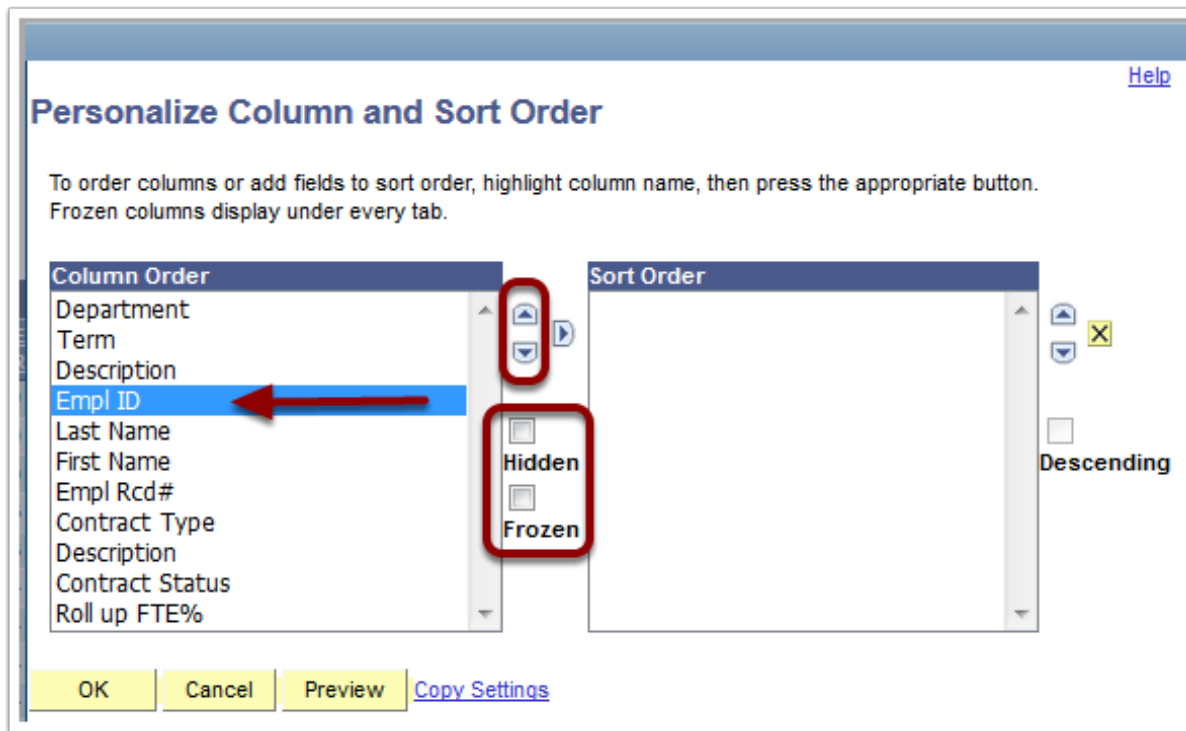
Search

	Department	Term	Description	Empl ID	Last Name	First Name	Empl Rcd#	Contract Type	Description	Contract Status	Roll up FTE%
1	98718	2157	FALL 2015	10100			0	CE1	Adjunct - Continuing Education	Accepted	7.792
2	98718	2161	WINTER 2016	10100			0	CE1	Adjunct - Continuing Education	Accepted	2.597
3	98718	2163	SPRING 2016	10100			0	AB1	Adult Basic Education	Accepted	2.597

Personalize | **Find** | **View 100** | **First** | **1-30 of 107** | **Last**

In the Personalize Column and Sort Order pop-up window there are two boxes. The first box controls the Column Order.

1. Click on a field in the **Column Order** box (e.g. Empl ID).
2. Use the **Up** and **Down** arrows between the two boxes to move the field to the left (up) or right (down) in the **Search Results** display.
3. Click the **Hidden** check box if there is a field you do not want displayed in the **Search Result**.
4. Clicking the **Frozen** check box will lock a field heading from allow a re-sort when output is displayed.



5. Click on a field in the Column Order box (e.g. Empl ID).
6. Use the Right arrow to copy the field to the Sort Order box.



7. To select secondary sort order criteria, select another field in the Column Order box (e.g. Empl Rcd#).
8. Use the Right arrow to copy the next field to the Sort Order box.

[HELP](#)

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Empl ID
- Empl Rcd#
- Department
- Term
- Description
- Last Name

☐ Hidden

Sort Order

- Empl ID
- Empl Rcd#

☐ Descending

Note: In the original image, a red box highlights the 'X' button in the Sort Order section.

9. Use the Up and Down arrows to the right of the Sort Order box to change the primary and second fields used for sorting output in the Search Results display.
10. Click the 'Descending' check box if there is a desire to sort the values in a particular field in descending rather than ascending order in the Search Result.
11. Clicking the 'X' will remove a field from the Sort Order box.
12. Click **Preview** to see a sample of how the new Search Result will display.

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Empl ID
- Empl Rcd#
- Department
- Term
- Description
- Last Name
- First Name
- Contract Type
- Description
- Contract Status
- Roll up FTE%

☐ Hidden
☐ Frozen

Sort Order

- Empl ID
- Empl Rcd#

☐ Descending

OK **Cancel** **Preview** [Copy Settings](#)

Note: In the original image, a red box highlights the 'Preview' button, and a red arrow points from it to the table below.

Empl ID	Empl Rcd#	Department	Term	Description	Last Name	First Name	Contract Type	Description	Contract Status	Roll up FTE%
1 10100	3	98720	2157	FALL 2015	W		Q04	Adjunct Tech Ed [J-Beal]	Accepted	64.000
2 10100	3	98720	2163	SPRING 2016	W		A14	Adjunct Adult Basic Education	Accepted	16.000
3 10100	3	98720	2161	WINTER 2016	W		A14	Adjunct Adult Basic Education	Accepted	16.000
4 10100	0	98720	2163	SPRING 2016	DE		A14	Adjunct Adult Basic Education	Accepted	80.000

13. Click **OK** to preserve the personalized column and sort order.

Alert: If the instruct was calculated and paid under one Employee Record Number, then the contract was recalculated under a different Empl Rcd Nbr, then two rows for the same contract will display and the FTE% will be proportionally split.

Add Instructor Assignment to Schedule of Class

Purpose: Use this document as a reference for how to add an instructor to the Instructor for Meeting Pattern section on the Meetings tab in Schedule of Class, review all class assignments for an instructor and make any necessary one time adjustments to the Weekly Contact Hours for a class. This is part of the Faculty Workload process steps.

Audience: Class Scheduling Staff

Navigation:

Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations

Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload

1. Search for an existing class in Maintain Schedule of Classes enter the following minimum search criteria:
 - **Academic Institution:** Enter the Institution or use the Look Up (e.g. WA220).
 - **Term:** Enter the Term or use the Look Up (e.g. 2163).
 - **Subject Area:** Enter the Subject or use the Look Up (e.g. ENGL).
 - **Catalog Nbr:** Enter the Catalog Number or use the Look Up (e.g. 101).

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	WA220	
Term:	=	2163	
Subject Area:	=	ENGL	
Catalog Nbr:	begins with	103	
Academic Career:	=		
Campus:	begins with		
Description:	begins with		
Course ID:	begins with		
Course Offering Nbr:	=		
Academic Organization:	begins with		

☐ Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

2. Click Search.
3. Click on the Meetings tab.
4. Click Find in the Class Sections ribbon.

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 009194 Course Offering Nbr: 1
 Academic Institution: Tacoma CC
 Term: SPRING 2016 Academic
 Subject Area: ENGL English
 Catalog Nbr: 103 English Composition 3

Class Sections Find | View All First 1 of 8 Last

Session:	1	Regular Academic Session	Class Nbr:	1100
Class Section:	01	Component: Lecture	Event ID:	000009313
Associated Class:	1	Units:	5.00	

Meeting Pattern Find | View All First 1 of 1 Last

5. At the Enter Search String pop-up window, enter the Class Number.
6. Click OK.

Find | View All First 1 of 8 Last

Class Nbr: 1100
 Event ID: 000009313

Find | View All First 1 of 1 Last

F S S *Start/End Date + -

03/28/2016 06/10/2016

Enter search string:

1100

OK Cancel

7. In the Instructors for Meeting Pattern section, Assignment Tab:
 - ID: Enter the Empl ID of the instructor or use the Look Up.
 - In Look Up ID, enter the First/Last Name and click Look Up.
 - Click the ID of the instructor to populate the ID field.
 - Empl Rcd#: Enter the Empl Rcd Nbr or use the Look Up.

Instructors for Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment | Workload

ID Name

Room Characteristics

*Room Characteristic

Academic Shift

Academic Shift

Save Return to Search Notify

basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Look Up ID

ID: begins with
 Campus ID: begins with
 National ID: begins with
 Last Name: begins with SMITH
 First Name: begins with PAT

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-13 of 13 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
101000005	Smith, Pat A	Male	06/10	(blank)	****4207	USA	SSN	SMITH	PAT
101005554	Smith, Patty R	Male	01/03	(blank)	****7097	USA	SSN	SMITH	PATTY

Instructors for Meeting Pattern

Assignment: Workload

Room Characteristics: Room Characteristics

Academic Shift: Academic Shift

Look Up Empl Rcd#

Empl ID: 10100554

Empl Rcd#: 0

Department ID: begins with

Job Code: begins with

Buttons: Look Up, Clear, Cancel, Make Lookup

Search Results

Empl Rcd#	Empl ID	Department	Job Code	Job Title	Organizational Relationship	Employment Status
98765	98765	Health, Business & Prof Svcs	038980	PROFESSOR TEMPORARY	Emp	Active
98765	98765	Health, Business & Prof Svcs	038980	PROFESSOR TEMPORARY	Emp	Active

Note: When using the Employee Record Number (Empl Rcd#) Look Up multiple lines may appear for the same job. These appear because there are more than one Effective Dated rows in Job Data. Since the Schedule of Class page is only seeking a number value, selecting any row with the correct Empl Rcd# will place the necessary value in the field.

8. In the Instructors for Meeting Pattern section, Workload Tab:

- **Assign Type:** Click the drop-down arrow and scroll down through the available Assignment Types to select the appropriate value.
- **Load Factor:** Enter the percent of load for the instructor. If the instructor is teaching the full load for the class, set the factor to 100.0000%. If the instructor is team teaching, each instructor would have a portion of the full load of the class, for example, sharing 50% / 50%. This factor can also be used to adjust the portion of load attributable to full time or moonlight, or can be used to reduce the payable load, such as limiting the contact hours for clinical to 2/3 of the total value of the class (or 66.6667% Load Factor). Load Factor is only used when it is configured as part of the formula for calculation and may not apply to all contract types at all colleges.
 - If multiple instructors are added to a Meeting Pattern, use the Plus (+) symbol to add additional rows. Complete steps 7 and 8 for each additional instructor.

Note: While the Load Factor can adjust the number of contact hours for an individual instructor, thereby reducing or increasing pay and FTE%, if the contact hours for the class are incorrect and need adjustment for a single class refer to the Quick Reference Guide on [Adjusting FWL Contact Hours for a Class](#).

The screenshot shows a web interface titled "Instructors For Meeting Pattern". It has a top navigation bar with "Personalize", "Find", "View All", and "First 1 of 1 Last". Below this is a tabbed interface with "Assignment" and "Workload" tabs. The "Workload" tab is selected. The interface contains several input fields and buttons: "ID" (with a search icon), "Assign Type" (a dropdown menu showing "LEC - A"), "App Load" (a checkbox), "Load Factor" (a text input showing "100.0000"), "Work Load" (a text input), "Auto Calc" (a checkbox), and "Assignme FTE %" (a text input). On the right side, there is a button labeled "Add Instructor" with a red circle and a plus sign icon next to it.

9. When all entries have been made for all classes in the course, click **Save**. There may be multiple warning messages related to other class numbers, even if they are not the class section you made the assignments on. By clicking save, you are saving all class sections for that course.

Warning: If a class section (Class#) has multiple meeting patterns with the same instructor listed on more than one meeting pattern, only one **Assignment Type** will be picked up and calculated. FWL does not support differing payment methodology for multiple meeting patterns on the same class number.

Viewing Class Assignments in Instructor Term Workload

After assigning an instructor to all intended classes the simplest way to view at a glance an instructor's schedule of classes, the Assign Types and Empl Rcd Nbr (Job Code) selected for each class assignment. The Term Workload page displays all terms for which an instructor has classes or non-instructional assignments.

1. To view an instructor's workload navigate to the term workload search page and enter the following:
 - **ID:** Enter the Empl ID of the instructor or use the **Look Up** to search by name for the ID.
 - **Academic Institution:** Enter the institution or use the **Look Up**.
 - **Name:** Enter a portion the instructor's name, search criteria is in *Last Name, First Name* format.
2. Click on the link for the desired record in the **Search Results** below.

Term Workload

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Search Criteria

ID:

Academic Institution:

Name:

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

ID	Academic Institution	Name
101005554	WA220	Smith,Patty R
101006057	WA220	Smith,Peggy Ramos

- When multiple Terms of workload are displayed, to move to the correct Term:
 - Use the left/right arrows or the First/Last links to skip back and forth through the Term pages.
 - Use the View All link and scroll down to the correct Term.
 - Use the Find link and at the pop-up window, enter the Term (e.g. 2163).

Term Workload

Smith,Patty R

ID: 101005554

Workload Definition

[Find](#) | [View All](#) | First 2 of 19 Last

Academic Institution: Tacoma CC

Term: SPRING 2016

Instructor Assignment Class: Lecture

Calculate Workload: ☒

Limit Workload: ☒

Total Term FTE%

Assigned FTE %:

Instructor Multiplier %:

Workload Assignment

Job Code

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Work Load	App Load	Assignment ETE %		
Addiction & Pharmacology	HSP	121	1	1325		LEC - A15		☒		+	-
Cultrl Comp Human Svs	HSP	126	1	1326		LEC - A15		☒		+	-
Behav Health & Wellness	HSP	107	1	1321		LEC - A15		☒		+	-
English Composition 3	ENGL	103	OL1	1106		LEC - A15		☒		+	-

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Add](#)

[Update/Display](#)

2. The class that instructor was assigned to above displays on the **Workload Assignment** tab with the **Assign Type** used.
3. The Empl Rcd# selected for the instructor assignment display on the **Job Code** tab.

! The **Assigned FTE %** value on this **Term Workload** page is NOT related to Faculty Workload. This value is part of the limited delivered Faculty Workload module within PeopleSoft, which has no relevance to the custom process developed for ctcLink.

Term Workload

Smith, Patty R ID: 101005554

Workload Definition Find | View All First 2 of 10 Last

Academic Institution: WA220 Tacoma CC **Total Term FTE%**

Term: 2163 **SPRING 2016**

Instructor Assignment Class: LECTUR Lecture

Calculate Workload: ☒ **Assigned FTE %:** 100.00

Limit Workload: ☒ **Instructor Multiplier %:** 100

Workload Assignment **Job Code**

*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code
Addiction & Pharmacology	HSP	121	1	1325	Regular Academic Session	0	
Cultri Comp Human Svs	HSP	126	1	1326	Regular Academic Session	0	
Behav Health & Wellness	HSP	107	1	1321	Regular Academic Session	0	
English Composition 3	ENGL	103	OL1	1106	Regular Academic Session	0	

i Note: The Instructor Term Workload page is used to add non-instructional/special assignments. Refer the the Quick Reference Guide on [Processing Non-Instructional Faculty Workload](#).

Adjusting FWL Contact Hours for a Class

Purpose: Use this document as a reference for how to make adjustments to the Instructor Contact Hours for a single class for a specific Term.

Audience: Class Scheduling Staff

Navigation: Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload

If the contact hours established at the Course Catalog level and inherited in the Class are a factor used in the FWL calculation formula and the Weekly Contact Hours associated must vary for a single class number, the value can be adjust on the Adjust Class Associations page.

1. To view the Contact Hours associated with a class, in the Schedule of Class Page, on the Meetings tab click the Contact Hours link.

The screenshot shows the 'Meetings' tab selected in the top navigation bar. Below the tabs, course information is displayed: Course ID: 009114, Academic Institution: Tacoma CC, Term: SPRING 2016, Subject Area: ENGL, Catalog Nbr: 103, Course Offering Nbr: 1, Academic English, English Composition 3. The 'Class Sections' table shows Session: 1, Class Section: 01, Component: Lecture, Associated Class: 1, Units: 5.00, Class Nbr: 1100, Event ID: 000009313. The 'Meeting Pattern' section shows Facility ID: TC0170010, Capacity: 36, Pat: DALY, Mtg Start: 8:30AM, Mtg End: 9:20AM, Days: T, W, T, F, S, S, *Start/End Date: 03/28/2016 to 06/10/2016. A red arrow points from the 'Meetings' tab to the 'Contact Hours' link in the Meeting Pattern section.

2. The Schedule of Classes - Instructor Contact Hours pop up window will display the Weekly Contact Hours as 'Course Contact Hours.'
3. To close this pop-up window and return to Schedule of Class, click Return.

Schedule of Classes

Instructor Contact Hours

Course Contact Hours:	5.00
Weeks of Instruction:	11
Total:	55.00
Total Course Contact Hours:	0.00

Return

Note: The Weeks of Instruction and Total Hours are not used in the Faculty Workload process, and may or may not align to the number of weeks used in your payment formula. These are PeopleSoft defaults and not part of the custom solution for faculty pay.

If you determine that the contact hours are not correct for a class, *Best Practice* is to contact the person at your college responsible for maintaining the Course Catalog and request an update or ensure that your payment practices and methods of instruction are in line with approved curriculum and State Board policy (see note below). Updating the catalog will ensure all future classes will be scheduled with the corrected number of contact hours. Once the correction is made to the catalog, the classes already scheduled will require adjustment at the class level, as these classes have already had their hours inherited from the catalog prior to the update. In cases of variable credit classes, individual class maintenance may be needed, without updates to the catalog to adjust the contact hours on an class-by-class basis. Refer to the Quick Reference Guide on [Adjusting the Course Catalog Component for FWL](#) for more information.

Note: Details on the State Board policy on instructor contact hours are found in [Chapter 4 of the State Board Policy Manual](#).

1. Navigate from the Schedule of Classes (SoC) page to the Adjust Class Associations page. The search criteria page will inherit the required search values from class if navigation is direct from SoC, otherwise enter the following in the search criteria:
 - **Academic Institution:** Enter the institution (e.g. WA220) or use the Look Up.
 - **Term:** Enter the term (e.g. 2163) or use the Look Up.
 - **Subject Area:** Enter the subject (e.g. ENGL) or use the Look Up.
 - **Catalog Nbr:** Enter the catalog number (e.g. 101), remember that in PeopleSoft catalog numbers do not begin with zero.

- **Academic Career:** (optional) Select either *Academic Career* or *Continuing Education* from the drop down list.
- **Course ID:** (optional) If the Course ID is known, enter this value and leave the Subject, Catalog Nbr and Career fields blank.

2. Click Search.

Adjust Class Associations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	WA220			
Term:	=	2163			
Subject Area:	=	ENGL			
Catalog Nbr:	begins with	103			
Academic Career:	=	Academic Career			
Session:	=				
Course ID:	begins with				
Course Offering Nbr:	=				
Description:	begins with				

☐ Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

3. If more than one catalog entry matches the search criteria, the list of returned results will be displayed below the Search Criteria fields. Click the link for the relevant class to enter the page. If only one entry exists, the system will automatically open the page directly.
4. On the Adjust Class Associations page, click the **Class Components** tab.
5. In **Class Sections**, click **Find** to select and enter the Associated Class number, click the right/left arrow to page through until you find the association group that contains the relevant class number or click **View All** and scroll down to find the desired class.

Class Associations Class Components Class Requisites

Course ID: 009194 Course Offering Nbr: 1
 Academic Institution: Tacoma CC
 Term: SPRING 2016 Academic
 Subject Area: ENGL English
 Catalog Nbr: 103 English Composition 3
 Session: 1 Regular Academic Session

Class Association Components Find | View All First 1 of 1 Last

Associated Class: 1
 *Grading Basis: GRD Graded
 Graded Component: Lecture *Grade Roster Print: By Student
 Requirement Designation: Primary Component: LEC

Associated Class Attributes Find First 1 of 1 Last

*Attribute

Class Components Personalize | Find | View All | First 1 of 1 Last

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Lecture	5.000			Yes	

Class Sections

Section	Class Nbr	Component	Class Type
01	1100	Lecture	Enrollment
02	1101	Lecture	Enrollment
03	1102	Lecture	Enrollment Section

Class Association 9999 Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
01				

Save Return to Search Notify

Class# 1100 is the class we were on in Schedule of Class, but 1101 and 1102 will also have their Contact Hours changed if adjusted.

Warning: Classes are 'grouped' by Associated Class numbers. All classes that are grouped together by a shared Associated Class number will be impacted by adjusting the contact hours in this page. Class associations are typically used group multi-component (e.g. lecture/lab) combinations together, but a unique Associated Class number can isolate an individual class section for the purposes of adjusting contact hours.

- Update the Contact hours value for the specific Component (e.g. Lecture) to adjust the Weekly Contact Hours, regardless of the hours entered on the Course Catalog.
- When updates are completed, click Save.

Note: Once adjustments are made, the FWL Calculation Process must be run, either online (recalculation) or using the FWL Calculation Process in batch. Refer to the Quick Reference Guide on [FWL Calculation Processing \(batch\)](#) for more information on running this process.

Adjusting Course Catalog Components for FWL

Purpose: Use this document as a reference for how to make corrections or adjustments to the Course Catalog - Components tab in order to resolve issues with calculating Faculty Workload.

Audience: Class Scheduling Staff, Curriculum Managers

Navigation: Main Menu > Curriculum Management > Course Catalog

The Faculty Workload Calculation process will read the Instructor Contact Hours and Units from the Schedule of Class if that class was created in PeopleSoft from the Course Catalog. If a class was converted from the legacy system the class will not have the component hours stored in the system, therefore the FWL Calculation Process will use the Contact Hours and Units from the Course Catalog. Before making changes to the Course Catalog, it is important to understand the differences between the Catalog Data and Course Component tabs, one impacts class, while the other is related to Faculty Workload. There are 3 common reasons why the Course Catalog data may need to be adjusted for Faculty workload:

- Add a Missing Component
- Correct the Units (credits) for a Component
- Adjust the Instructor Contact Hours for a Component

 **Tip:** Don't know what is meant by a component? While in PeopleSoft the word 'component' can mean a page or group of pages, in this instance a component is like the method of instruction. Common methods of instruction are Lecture, Lab, Clinical and Independent Study. PeopleSoft also supports a multitude of other components, though not all are currently explicitly defined under State Board Policy. Pictured below is the list of available components within the Course Catalog and highlighted are those in current practice, though only those mentioned above are part of the conversion process as the legacy system does not contain fields that track instructor contact hours for Practicum and Seminars separately, though they are defined in the collective bargaining agreements at a number of colleges.

Clinical
Continuance
Discussion
Field Studies
Independent Study
Laboratory
Lecture
Practicum
Research
Seminar
Supervision
Thesis Research
Tutorial

Understanding the Difference Between the Catalog Data and Component Tabs

The Catalog Data tab, in the Course Units/Hours/Count section, contains the sum of all component Units and Instructor Contact Hours. The Minimum and Maximum Units at the total number of units (credits) associated with the full course. If a class is made up of only one component, such as Lecture, then the Units and Course Contact Hours will be the same total Units and Instructor Contact Hours on the Components tab.

Catalog Data		Offerings		Components		GL Interface	
Course ID:		009194					
*Effective Date:		09/02/2015		*Status:		Active	
*Description:		English Composition 3		Course Offering		1 of 1	
Long Course Title:		English Composition 3		ENGL		103	
Long Description:							
Course Units/Hours/Count							
Minimum Units:		5.00		Last Course of Mult Term Seq:		☐	
Maximum Units:		5.00		*Enrollment Unit Load Calc Type:		Actual Units	
Academic Progress Units:		5.00		Course Count:		1.00	
Financial Aid Progress Units:		5.00		Course Contact Hours:		5.00	

Catalog Data Offerings Components GL Interface

Course ID: 019574

Effective Date: 08/25/2015 Status: Multi-Component Course

Description: Gen Biology

Course Component Find | View All First 1 of 2 Last

*Course Component: Laboratory

Instructor Contact Hours: 4.000

Default Section Size:

Workload Hours:

OEE Workload Hours:

*Final Exam: Yes

Exam Seat Spacing: 1

Provider for Authentication:

LMS Extract File Type:

Attributes

*Attribute Unit

2.00

Auto Create ☒

Graded Component ☒

Primary Component ☒

Optional Component ☐

Generate Class Mtg Attendance ☐

Add Fee

Catalog Data Offerings Components GL Interface

Course ID: 019574

Effective Date: 08/25/2015 Status: Multi-Component Course

Description: Gen Biology

Course Component Find | View All First 2 of 2 Last

*Course Component: Lecture

Instructor Contact Hours: 3.000

Default Section Size:

Workload Hours:

OEE Workload Hours:

*Final Exam: Yes

Exam Seat Spacing: 1

Provider for Authentication:

LMS Extract File Type:

Attributes

*Attribute Unit

3.00

Auto Create ☒

Graded Component ☐

Primary Component ☐

Optional Component ☐

Generate Class Mtg Attendance ☐

Include in Dynamic Date Calc ☐

Add Fee

Using Search to View a Course in the Course Catalog

1. Navigate to the Course Catalog page.
2. At the Search Criteria enter the following:
 - Academic Institution: Enter the institution (e.g. WA171) or use the Look Up.

- **Subject Area:** Enter the subject (e.g. BIOL), or use the Look Up.
- **Catalog Nbr:** Enter the catalog number (e.g. 101). Reminder: In PeopleSoft catalog numbers cannot start with a zero.
- **Course ID:** (optional) If the Course ID is entered, the subject and catalog number can be left blank.

3. In the Search Results, click the link to the desired course to open the page.

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of :

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Academic Institution: = WA171

Subject Area: = BIOL

Catalog Nbr: begins with 101

Campus: begins with

Course ID: begins with

Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
WA171	BIOL	101	MAIN	019574	Gen Biol Lab
WA171	BIOL	101	MAIN	019574	Gen Biology

Add a Missing Component

First you will need to determine if you are adding this new component to an existing course because it was missing to begin with or if you plan to have this new component available in the future to align with a planned change in the course.

- If you're just adding a missing component to an existing course, then you'll go directly to the Components tab to add it.
- If you're making a fundamental change to the course to add a new component, then you'll be creating a new Effective Dated course row* and then adding the component.

⚠ *Warning: Be very careful with making changes to components, ESPECIALLY if you're removing a component. Often times in an effort to 'clean up' the course catalog after *Go Live* a college will go back (using **Correct History**) and remove a component to prevent it from being offered in **Schedule of Class**. If a class has already been scheduled using that component (or converted to that component) and their pay

calculated, removing the component from the Course Catalog effectively shuts off FWL from seeing that class. While this could be a non-issue if their pay has already been processed, if there is any recalculation performed on that instructor for that term, their pay will rescind and cannot be brought back without adding that component back to the course and recalculating again.

1. Once you have selected the course to edit, if you are adding a new Effective Dated row
2. Click on the **Components** tab to add a missing component.
3. On the **Components** tab, in the Course Component section, click the Plus (+) symbol to add a new entry.

The screenshot displays the 'Components' tab of a course management system. At the top, there are tabs for 'Catalog', 'Components', and 'QL Interface'. Below these, the 'Course ID' is 019574. The 'Effective Date' is 08/25/2015, and the 'Status' is 'Inactive'. The 'Description' is 'Gen Biology'. The 'Course Component' section shows a dropdown menu with 'Laboratory' selected, 'Instructor Contact Hours' of 4.000, and checkboxes for 'Auto Create' (checked), 'Graded Component' (checked), and 'Primary Component' (unchecked). A red arrow points to the plus (+) button next to the 'Course Component' dropdown. Below this, a detailed view of the 'Course Component' section is shown, including fields for 'Instructor Contact Hours', 'Default Section Size', 'Workload Hours', 'OEE Workload Hours', and '*Final Exam'. A red arrow points to the plus (+) button next to the 'Course Component' dropdown in this detailed view.

3. Click the Course Component drop down box to select the new component value to be added.
4. Add the Instructor Contact Hours at the proper ratio*.

Catalog Data Offerings Components GL Interface

Course ID: 019574

Effective Date: 08/25/2015 Status: Inactive

Description: Gen Biology

Course Component

*Course Component: Clinical

Instructor Contact Hours: 9.000

Default Section Size:

Workload Hours:

OEE Workload Hours:

*Final Exam: Yes

Exam Seat Spacing: 1

Provider for Authentication:

LMS Extract File Type:

Attributes

*Attribute Unit

3.00

Course Attendance

Instruction Mode: P In Person

*Attendance Type: Instructor Consultation

Correcting the Units of a Component

To correct the Units of a Component

Catalog Data Offerings Components GL Interface

Course ID: 019574

Effective Date: 08/25/2015 Status: Inactive

Description: Gen Biology

Course Component

*Course Component: Lecture

Instructor Contact Hours: 3.000

Default Section Size:

Workload Hours:

OEE Workload Hours:

*Final Exam: Yes

Exam Seat Spacing: 1

Provider for Authentication:

LMS Extract File Type:

Attributes

*Attribute Unit

3.00

Adjust the Instructor Contact Hours for a Component

To adjust the Contact Hours of a Component

FWL Contract Generation (Batch)

Purpose: Use this document as a reference for how to use or add a Run Control to schedule the Faculty Workload Contract Generation Process. Executing the FWL Contract Process via the Process Scheduler (batch) generates the online (electronic) Contract, also referred to as an Appointment Letter at some colleges. The online Contract is accessible via a link on the Maintain Faculty Workload page. After a contract has gone through the approval process, it is ultimately visible to the instructor in their Faculty Center.

Audience: Class Scheduling Staff, HR\Payroll Staff

Navigation: Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Contract Generation

! Alert: Scheduling the FWL Contract Generation process requires the Empl ID of the Instructor. The Empl ID Look Up does not provide a name search feature. You **MUST** know the Empl ID of the instructor **BEFORE** attempting to enter this in the scheduling parameters!

Generating All Contracts

1. Navigate the FWL Contract Generation process.
2. Enter an existing Run Control ID and click Search, or add a new one on the Add a New Value tab and click Add.

The screenshot displays the 'FWL Contract Generation' web interface. On the left, the 'Find an Existing Value' tab is active, showing a search criteria section with a dropdown menu set to 'Run Control ID begins with'. A red box highlights the search input field, and another red box highlights the 'Search' button. On the right, the 'Add a New Value' tab is visible, featuring a 'Run Control ID' input field (highlighted with a red box) and an 'Add' button (also highlighted with a red box). Red arrows point to the 'Find an Existing Value' and 'Add a New Value' tabs at the top of their respective sections.

💡 Tip: A Run Control ID is used to allow saving of scheduling parameters for a specific

process for later re-use. An ID can be used again with the same parameters or edited to change parameters. It is saved automatically when the Run button is clicked. Run Control IDs are user specific, which means:

- It is named by the user.
- Can only be seen by that user.
- Follows the user wherever they login from, regardless of browser or computer.

3. On the Contract-Generation Parameters page, enter the following:
 - **Academic Institution:** Enter the institution, or use the Look Up.
 - **Term:** Enter V or use the Look Up
 - **Empl ID:** Enter the instructor's Empl ID. (The Look Up will not help.)
 - **All Contracts Check Box:** The box is checked automatically. Leave it checked to generate all contracts for the Empl IDs listed.

FWL Contract-Generation

Run Control ID: GEN_A_CONTRACT [Report Manager](#) [Process Monitor](#) [Run](#)

Contract-Generation Parameters

*Academic Institution: WA171 [Search](#) Spokane CC

*Term: 2163 [Search](#) SPRING 2016

Empl ID	Last Name	First Name
1 10100	J.	A.

☒ All Contracts

[Save](#)

Warning: If you leave the Empl ID blank you will be launching the process to generate a contract for ALL Empl IDs in the system for which a Pay Line record exists. NOT RECOMMENDED unless the scheduler is assured that no contracts are 'part-way' through the calculation/validation process.

Generating a Single Contract

1. Navigate the FWL Contract Generation process.

2. Enter an existing Run Control ID and click **Search**, or add a new one on the **Add a New Value** tab and click **Add**.
3. On the **Contract-Generation Parameters** page, enter the following:
 - **Academic Institution:** Enter the institution, or use the **Look Up**.
 - **Term:** Enter V or use the **Look Up**
 - **Empl ID:** Enter the instructor's Empl ID. (The **Look Up** will not help.)
 - **All Contracts Check Box:** The box is checked automatically. Uncheck to open the **Contract Type** section. Enter a specific **Contract Type** code (or multiple codes using the **Plus (+)** symbol) to generate specific contracts for the Empl IDs listed.

FWL Contract-Generation

Run Control ID: GEN_A_CONTRACT [Report Manager](#) [Process Monitor](#) [Run](#)

Contract-Generation Parameters

*Academic Institution: WA171 [Spokane CC](#) [←](#)

*Term: 2163 [SPRING 2016](#) [←](#)

Employee [Personalize](#) [Find](#) [1-2 of 2](#) [Last](#)

	Empl ID	Last Name	First Name	
1	10100	Jo	Ar	+ -
2	10100	Pa	Cr	+ -

☒ **All Contracts**

Contract Type [Personalize](#) [Find](#) [1-2 of 2](#) [Last](#)

	Contract Type	Description	
1	A06	Adjunct: Athletics Division	+ -
2	CN1	CE Adj Special Assngmnt [1st]	+ -

[Save](#)

Understanding the FWL Contract Generation Log Files

1. After the process has been launched it can be monitored by following the **Process Monitor** link.
2. When the **Run Status** displays *Success* and the **Distribution Status** displays *Posted* you can follow the **Details** link to access the log files. If your process runs to *No Success*, file an ERP Support ticket for assistance
3. In the **Process Detail** window, in the **Actions** section (lower right) click the **View Log/Trace** link.

FWL Contract-Generation

Run Control ID: GEN_A_CONTRACT [Report Manager](#) [Process Monitor](#) [Run](#)

Contract-Generation Parameters

Process List **Server List**

View Process Request For

User ID: 101001111 | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	6171567		Application Engine	CTC_CNT_GEN	CTC_FUNCTIONAL	07/22/2016 2:21:35PM PDT	Success	Posted	Details

Process Detail

Process

Instance: 6171567 Type: Application Engine

Name: CTC_CNT_GEN Description: Contract Generation-Regen

Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: GEN_A_CONTRACT

Location: Server

Server: PSUNX

Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time **Actions**

Request Created On: 07/22/2016 2:21:38PM PDT [Parameters](#) Transfer

Run Anytime After: 07/22/2016 2:21:35PM PDT [Message Log](#) [View Locks](#)

Began Process At: 07/22/2016 2:21:50PM PDT [Batch Timings](#)

Ended Process At: 07/22/2016 2:22:01PM PDT [View Log/Trace](#)

OK Cancel

View Log/Trace

Report

Report ID: 257393 Process Instance: 6171567 [Message Log](#)

Name: CTC_CNT_GEN Process Type: Application Engine

Run Status: Success

Contract Generation-Regen

Distribution Details

Distribution Node: local Expiration Date: 08/21/2016

File List

Name	File Size (bytes)	Datetime Created
AE CTC_CNT_GEN_6171567.AET	1,043	07/22/2016 2:22:01.223788PM PDT
AE CTC_CNT_GEN_6171567.log	786	07/22/2016 2:22:01.223788PM PDT
CONTRACT_GENERATION_6171567.log	1,423	07/22/2016 2:22:01.223788PM PDT

Distribute To

Distribution ID Type: *Distribution ID

User: CTC_FUNCTIONAL

Return

4. The log file is divided into 4 sections:
- Section 1: Displays the process instance, name and run date/time.
 - Section 2: Displays the scheduling parameters.

- Section 3: Displays Empl ID, Contract Type, Status (Generated, Regenerated, Not Generated) and a Comment if not generated explaining why.
- Section 4: Displays summary (count) of the contracts Generated and Regenerated.

```

*****
Process / Interface Log
*****
Process Instance   : 6171571      Operator ID       : CTC_FUNCTIONAL
Process Name      : CTC_CNT_GEN   Run Date/Time    : 07/22/2016 14:59:26
*****
Run Control Parameter
*****
Run Control ID    (RUN_CNTL_ID)   : GEN_A_CONTRACT
Academic Institution (INSTITUTION) : WA172
Term              (STRM)          : 2163
All Contracts     (CTC_FWL_CNCTR)  : Y
*****
Contract Generation / Regeneration Details
*****
Emplid   ContractType   Status      Comments
101002116 CE1             Not Generated Valid Contract already exists for Emplid
101002116 EXC             Not Generated Total contract amount is Zero
101002116 F06             Not Generated Total contract amount is Zero
101002116 S19             Not Generated Valid Contract already exists for Emplid
101002116 Z19             Not Generated Valid Contract already exists for Emplid
101005008 F05             Not Generated Total contract amount is Zero
101005008 K05             Regenerated
101005008 M05             Not Generated Valid Contract already exists for Emplid
101005008 MLB             Generated
*****
Summary
*****
Total number of Contracts Generated:1
Total number of Contracts Regenerated:1

```



Note: Contracts will not generate if the total pay is \$0. This includes FTE% Only contracts and exclusion contracts.

Sending Pay to Payroll via FWL Pay Line Extract

Purpose: Use this document as a reference for how to mark Pay Lines 'Ok to Pay' and run the automated process to extract all Pay Lines to send to Payroll.

Audience: HR\Payroll Staff

Navigations:

Campus Solutions (CS)

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → OTP Mass Assignment

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Pay Line Extract

Human Capital Management (HCM)

Main Menu → Payroll for North America → CTC Custom → Paysheet Holding Update

Checking Ok to Pay from the Maintain Faculty Workload Page

1. If an online contract has not yet been approved, the Ok to Pay check box will not be open for editing and cannot be checked. This prevents pay from being sent over to payroll without an approved contract.
 - The contract does not need to be accepted by the instructor before payroll can be sent.
2. Once the online contract is approved, the Ok to Pay check box will be open for editing for those with the FWL_HRAdmin role and can be manually checked on the Pay Line.

HCM Data Contract Info
 Personalize | End | First 1 of 1 Last

Contract #	Contract Generation Date	Contract Type	Description	Roll up FTE %	Total Amount	Contract Generated	Contract Approved	Contract Signed	Contract Rejected	Contract Rescinded	Contract Regenerated	View Contract	Recalc	Regenerate
1 1712165124	07/27/2016	U03	Summer Effort [A&S]	66.666	7906.16	☒	☐	☐	☐	☐	☐	View Contract	Recalc	Regenerate

CS to HCM Pay Line
 Find | View All | First 1 of 1 Last

Effective Date: 07/27/2016 Eff Seq: 0

Class Nbr	Empl Role	Subject	Catalog	Assign Type	Pay Group	Department	Term Contract hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 1291	1 MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	07/25/2016	☐	+ -
2 1291	1 MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	08/10/2016	☐	+ -
3 1291	1 MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	08/25/2016	☐	+ -
4 1291	1 MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	09/09/2016	☐	+ -

HCM Data Contract Info
 Personalize | First 1 of 1 Last

Contract #	Contract Generation Date	Contract Type	Description	Roll up FTE %	Total Amount	Contract Generated	Contract Approved	Contract Signed	Contract Rejected	Contract Rescinded	Contract Regenerated	View Contract	Rec
1 1712165124	07/27/2016	U03	Summer Effort [A&S]	66.666	7906.16	☒	☒	☐	☐	☐	☐	View Contract	Rec

CS to HCM Pay Line
 Find | View All | First 1 of 1 Last

Effective Date: 07/27/2016 Eff Seq: 0

Class Nbr	Empl Role	Subject	Catalog	Assign Type	Pay Group	Department	Term Contract hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 1291	1 MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☒	07/25/2016	☐	+ -
2 1291	1 MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	08/10/2016	☐	+ -
3 1291	1 MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	08/25/2016	☐	+ -

- While marking Ok to Pay can be done manually it is not efficient; therefore it is recommended that colleges run the FWL OPT Mass Assignment to check Ok to Pay for all Pay Line rows with a specific Pay Date.

Note: For information on how to manage negative Pay Lines refer to the Quick Reference Guide - [Managing Negative Pay Lines](#).

Run the OTP (Ok to Pay) Mass Assignment Process

- Navigate to the FWL OTP Mass Assignment process page.
- At the Run Control ID search page, click search to use an existing ID.
- Or click Add a New Value tab and enter a new Run Control ID (e.g. FWL_OTP_2165_081016) and click Add.
- On the OTP Mass Assignment Parameters page, enter the following:
 - Academic Institution:** Enter the institution or use the Look Up.
 - Term:** Enter term value or use Look Up (e.g. 2165)

- **Paydate:** Use the Look Up and select a pay date from the specific term to mark 'Ok to Pay.'

5. Click Save.
6. Click Run.
7. At the Process Scheduler Request page, click the OK button.
8. Schedule the process again for the next Term/Pay Date combination.

The screenshot shows the 'FWL OTP Mass Assignment' interface. At the top, the 'Run Control ID' is 'FWL_OTP_2165_081016'. Below this, the 'OTP Mass Assignment Parameters' section contains three fields: '*Academic Institution:' with 'WA171' and 'Spokane CC', '*Term:' with '2165' and 'SUMMER 2016', and '*Paydate:' with '08/10/2016'. A 'Save' button is at the bottom left. On the right, a 'Look Up Paydate' dialog is open, showing a 'Search by: Payment Date =' field and buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. Below the dialog, a 'Search Results' table is displayed with a header 'Payment Date' and a list of dates from 06/24/2016 to 09/26/2016. A red arrow points from the '08/10/2016' value in the 'Paydate' field to the '08/10/2016' entry in the search results table.

9. When all Term/Pay Date combinations have been scheduled, back on the Run Control Parameter page, click the **Process Monitor** link.
10. In the **Process Monitor**, when the Run Status = *Success* and the Distribution Status = *Posted*, click the **Details** link.
11. On the **Process Detail** page, click the **View Log/Trace** link.
12. On the **View Log/Trace** page, click the **OTP Mass Assignment** log file to see the total number of rows updated for each process run.

```

*****
                        Process / Interface Log
*****
Process Instance   : 6171713           Operator ID       : CTC_FUNCTIONAL
Process Name       : CTC_OTP_MASS      Run Date/Time    : 07/27/2016 15:37:23
*****
                        Run Control Parameter
*****
Run Control ID     (RUN_CNTL_ID)      : FWL_OTP_2165_081016
Academic Institution (INSTITUTION)    : WA171
Term               (STRM)              : 2165
Date of pay        (PAY_DT)           : 08/10/2016
*****
                        OTP MASS ASSIGNMENT
*****
Total number of Rows updated:125

```

 **Note:** This process will need to be scheduled multiple times to mark pay dates 'Ok to Pay' over several Terms and several Pay Dates. By saving the Run Control ID using a naming convention that marks the Term and Pay Date, it makes it easier to re-use the parameters each pay period and only create a *new* Run Control ID for each new Term/ Pay Date combination.

Run the FWL Pay Line Extract Process

1. Navigate to the FWL Pay Line Extract process page.
2. At the Run Control ID search page, click search to use an existing ID.
3. Or click Add a New Value tab and enter a new Run Control ID (e.g. FWL_PAYLINE_F17) and click Add.

Faculty Workload Payline

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

[Advanced Search](#)

Find an Existing Value Add a New Value

Run Control ID:

i Note: The payroll process is not term specific, therefore the process to extract pay from FWL does not use the Term. The Pay Date will always be the next upcoming payroll date for that selected Pay Group.

3. On the Run Control Parameter page enter the following:
 - **Company:** Enter the Company Code or use the Look Up.
 - **Pay Group:** Enter the Pay Group or use the Look Up. This process must be run, twice, once for EACH Pay Group (Full Time 'Fnn' and Part Time 'Pnn').
 - **Pay Date:** Use the Look Up to find the next payment date.
 - The Pay Date parameter allows the system to sweep through all Pay Lines marked Ok to Pay based on the individual class start and end date payment not yet sent to payroll with the selected Pay Date or earlier. The system also will pick up ANY negative Pay Lines marked Ok to Pay and not yet sent to payroll, regardless of Pay Date.
 - **Off Cycle:** Leave the Off-Cycle check box unchecked. Leaving this box unchecked will stop the off-cycle pay calendar entries from appearing in the Look Up Pay Date window.

Faculty Workload Pay Line

Run Control ID: FWL_PAYLINE_F17 [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameter(s)

*Company: 170 [Search](#)

*Pay Group: F17 [Search](#)

*Pay Date: [Search](#)

☐ Off Cycle

[Save](#)

Look Up Pay Date

Search by: Payment Date =

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Payment Date
08/10/2016

4. Click **Save** to store the parameters against the Run Control ID.
5. Click **Run** to launch the process.
6. Click **OK** at the **Process Scheduler Request** page.
7. Back on the Run Control Parameter page, click the **Process Monitor** link.

Faculty Workload Pay Line

Run Control ID: FWL_PAYLINE_F17 [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameter(s)

*Company: 170 WA STATE COMM COLL DIST 17

*Pay Group: F17 FT Faculty: Semi-Monthly

*Pay Date: 08/10/2016

☐ Off Cycle

[Save](#) [Add](#)

Process Scheduler Request

User ID: CTC_FUNCTIONAL Run Control ID: FWL_PAYLINE_F17

Server Name: Run Date: 07/27/2015

Recurrence: Run Time: 2:25:53PM [Reset to Current DateTime](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	HCM Pay Line Extract Process	CTC_PA_LN_AE	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

8. In the **Process Monitor**, when the Run Status = *Success* and the Distribution Status = *Posted*, click the **Details** link.
9. On the **Process Detail** page, click the **View Log/Trace** link.
10. On the **View Log/Trace** page, click the **HCM Pay Line Extract** log file.

Process List [Server List](#)

View Process Request For

User ID: CTC_FUNCCTC Type: Last: 1 Hours [Refresh](#)

Server: Name: Instance: to: [Refresh](#)

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Run	Details
☒	6171701		Application Engine	CTC_PA_LN_AE	CTC_FUNCTIONAL	07/27/2016 2:24:02PM PDT	Success	Post	Details

Process Detail

Instance: 6171701 Type: Application Engine

Name: CTC_PA_LN_AE Description: HCM Pay Line Extract Process

Run Status: Success Distribution Status: Posted

Run Control ID: FWL_PAYLINE_F17

Location: Server

Server: PSUNX

Recurrence:

Date/Time

Request Created On: 07/27/2016 2:24:02PM PDT Parameters Transfer

Run Anytime After: 07/27/2016 2:24:02PM PDT Message Log New Locks

Begin Process At: 07/27/2016 2:25:10PM PDT [View Log Trace](#)

Ended Process At: 07/27/2016 2:25:22PM PDT

View Log Trace

Report

Report ID: 257483 Process Instance: 6171701 [Message Log](#)

Name: CTC_PA_LN_AE Process Type: Application Engine

Run Status: Success

HCM Pay Line Extract Process

Distribution Details

Distribution Node: local Expiration Date: 08/25/2016

Name	File Size (bytes)	Date/Time Created
AE CTC_PA_LN_AE 6171701.AET	7,451	07/27/2016 2:25:22:001848PM
AE CTC_PA_LN_AE 6171701.AET	2,782	07/27/2016 2:25:22:001848PM
HCM Pay Line Extract 6171701.log	1,305	07/27/2016 2:25:22:001848PM

- The log file will report the total number of rows from the FWL Pay Line that were picked up and sent to payroll.
- The log file will also report the total number of rows added to the Pay Sheet Upload (PSHUP) staging table.

```

*****
                          Process / Interface Log
*****
Process Instance   : 6171710          Operator ID       : CTC_FUNCTIONAL
Process Name      : CTC_PA_LN_AE     Run Date/Time    : 07/27/2016 15:13:47
*****
                          Run Control Parameter
*****
Run Control ID    (RUN_CNTL_ID)      : FWL_PAYLINE_F17
Company          (COMPANY)           : 170
Pay Group        (PAYGROUP)          : F17
Payment Date     (PAYMENT_DATE)      : 08/10/2016
Off Cycle ?      (OFF_CYCLE)         : N
*****
                          Total number of processed rows : 2
*****
                          Total number of rows loaded to PSHUP : 1
*****

```



Note: The two counts on the log file will rarely match each other. This is because

entries on the Pay Line will be summarized into a single row in the Pay Sheet Upload staging table if the Pay Period Begin\End Date and Earn Code are the same for an Empl ID and Empl Rcd Nbr.

In the page sampel below the 2 Pay Line rows (noted in the log file), resulted in 1 PSHUP table entry.

- Once a Pay Line has been extracted to post to the Pay Sheet Upload (PSHUP) staging table that Pay Line row will be marked in the Pay Sent check box.

i Note: the payline will be sent each row based onn the start and end date of a class.

Class Nbr	Empl Rcd Nbr	Subject	Catalog	Asslan Type	Pay Group	Department	Term	Contact hours	ETE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent		
1 1291	1	MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☒	07/25/2016	☒		+	-
2 1291	1	MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	08/19/2016	☐		+	-
3 1291	1	MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	08/25/2016	☐		+	-
4 1291	1	MUSC&	105	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	09/09/2016	☐		+	-
5 1292	1	MUSC	109	U03	F17	98746	13.75	33.333	0.00	\$988.52	☒	07/25/2016	☒		+	-
6 1292	1	MUSC	109	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	08/19/2016	☐		+	-
7 1292	1	MUSC	109	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	08/25/2016	☐		+	-
8 1292	1	MUSC	109	U03	F17	98746	13.75	33.333	0.00	\$988.52	☐	09/09/2016	☐		+	-

Paysheet Holding Update (PSHUP_TXN)

Company 170

WA STATE COMM COLL DIST 17

Creation Date 07/27/2016

Personalize | Find | View All

First 1 of 1 Last

Earnings	Deductions	Taxes															
Pay End Date	*Empl ID	Empl Record	*Pay Group	Sequence Number	*Status	Off Cycle	OK to Pay	Earnings Code	Earnings Begin Date	Earnings End Date	Dept	Job Code	Position Number	Combination Code	Hours	Amount	
1 07/31/2016	101003011	1	F17	1	A			PTF	07/01/2016	07/15/2016	98746			000179876	27.50	1977.04	

Handling Late Hires in FWL

Purpose: Use this document as a reference for how to add an instructor assignment in the Schedule of Class when their hire date is **AFTER** the start date of the term. In that situation, the employee's job record is visible in **Maintain Faculty Workload**, but not accessible in the Schedule of Class for the terms with a start date before their hire date.

Audience: Class Scheduling Staff, HR\Payroll Staff

Navigation: Main Menu → Curriculum Management → Instructor/Advisor Information → Instructor/Advisor Table

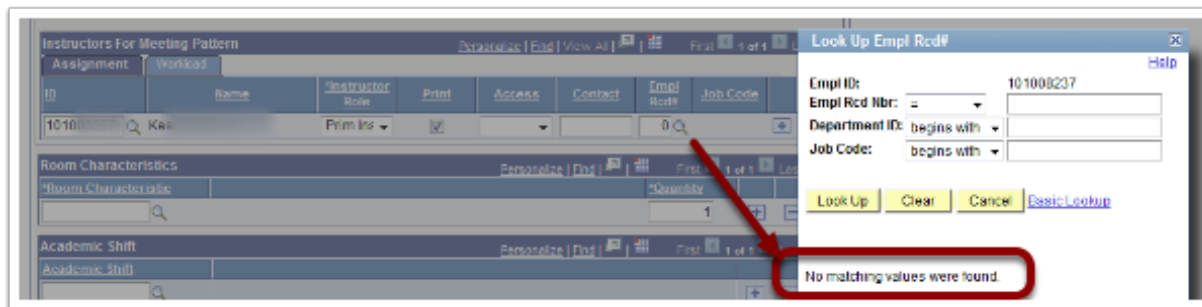
Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

 **Note:** New hires still require an entry in the Instructor/Advisor table before being processed in Faculty Workload. Refer the the Quick Reference Guide on [Adding an Instructor to the Instructor/Advisor Table](#) if you need help.

Adding a Newly Hired Instructor in Schedule of Class

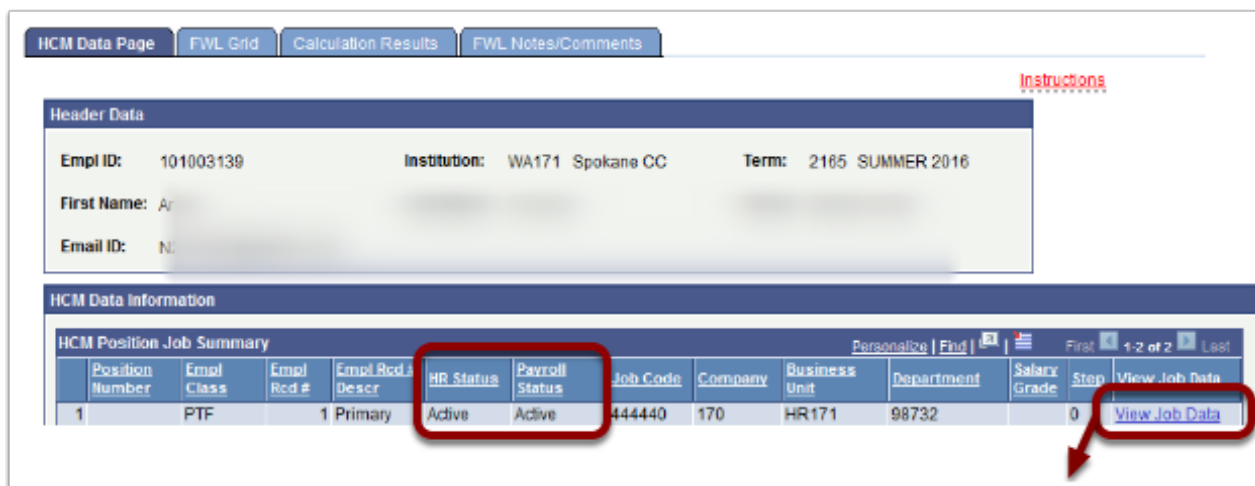
1. In Schedule of Class, use the search feature to open the desired class and click on the Meetings tab.
2. In the Instructors for Meeting Pattern section, on the Assignment Tab, enter the Empl ID of the instructor or use the Look Up to search by name.
3. Also on the Assignment tab, leave the Empl Rcd# at zero, the system default.
 - Since the Job Data record hire date is after the Term Start Date, the Empl Rcd# Look Up will return no results, this can be updated once in **Maintain Faculty Workload**.
4. Click the **Workload Tab**.



- i** Note: Not sure how to run the FWL Calculation Process to load the FWL Grid? Refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

Override Employee Record Number in Maintain Faculty Workload

1. After the FWL Calculation Process has been run to load the FWL Grid, navigate to the Maintain Faculty Workload page.
2. In the HCM Position Job Summary section, the new job record will be visible and can be viewed in HCM.
 - All job records for the configured Employee Classifications (FAC, PTF) are visible in 'real time' from HCM so long as the job is in an 'Active' HR status.
 - In order to send faculty pay to payroll, the payroll status must also be in an 'Active' status.



- i** Note: If you look at the Job Data record, you will see that the Effective Date of the hire

record is after the start of the term, which prevents seeing the job record from the delivered **Schedule of Classes** page. If the instructor was hired after the start of the class you may need to prorate the contract pay. For information on prorating pay, refer to the Quick Reference Guide - [Prorating Contracts for Instructor Late Starts or Early Departures](#).

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | CTC Earnings Dis

Arl. Employee | Empl ID 10100 | Empl Record 1

Work Location ? F

*Effective Date 07/06/2016

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Hire

Reason New Position

*Job Indicator Primary Job

3. Click on the **FWL Grid** tab.
4. Make sure the **Correct History** button is clicked.
5. On the **FWL Grid** page, click the **Second** tab.
6. Check the **Empl Rcd Override** check box to open the next field for editing.
7. Update the **Empl Rcd Nbr** field.
8. Click **Save**.

HCM Data Page | FWL Grid | Calculation Results | FWL Notes/Comments

FWL Grid Details

Find | View All | First 1 of 2 | Last

Effective Date: 07/27/2016 | Eff Seq: 1

Faculty Workload

First Tab | Second Tab | Third Tab | Fourth Tab | FTF

Class Nbr	Assignment Type	Load Factor Override	Load Factor	FTF %	Combined Sections	Associated Class	Empl Rcd Override	Empl Rcd Nbr	Department
1 2532	L02		00.0000	00.0000			☒	0	8732

Save | Return to Search | Previous in List | Next in List | Update/Display | Include History | Correct History

9. Click on the **HCM Data Page** tab.
10. Click the **Recalc All** button.
11. At the 'Are you sure you want to Recalculate all the contracts?' message, click the **Yes** button.
12. The system wait icon will appear in the upper, right hand corner of the screen.
13. When the calculation is complete the screen will refresh and display a draft **Pay Line** and updated **Calculation Results**.

Header Data

Empl ID: 101003139 Institution: WA171 Spokane CC Term: 2155 SUMMER 2016

First Name: A Last Name: S

Email ID: N

MultiChannel Console Add to Favorites Sign out

Wait for this to finish swirling.

New Window

1 Recalc All

2 Are you sure you want to Recalculate all the contracts? (25000,313) Yes No

4 Effective Date: 07/27/2016 Eff Seq: 0

Class No	Empl Code	Section	Calendar	Academic Term	Pay Group	Department	Term Contract Hours	FTE %	Contracted Hours	Amount Per Payroll	G/L In Pay	Pay Date	Pay Seq
1 2532	1 RT	122	L02	P17	96732	10.31	20.833	0.00	\$530.57		07/25/2016		
2 2532	1 RT	122	L02	P17	96732	10.31	20.833	0.00	\$530.57		08/10/2016		
3 2532	1 RT	122	L02	P17	96732	10.31	20.833	0.00	\$530.57		08/25/2016		
4 2532	1 RT	122	L02	P17	96732	10.32	20.833	0.00	\$530.58		09/09/2016		

14. Click the Calculation Results tab. Verify the results (FTE%, Pay, Term Contract Hours) are accurate for the student count.
15. If Calculation Results are accurate, click on the HCM Data Page tab, and verify/update the Pay Line Earnings Code and Account Code (combo code) on the Second tab.
16. After all lines have been updated, click Save.
17. Once complete, move on to generating the online contract.

i Note: Not sure how to run the FWL Contract Generation Process to generate the online contract/appointment letter? Refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#).

Prorating Contracts for Instructor Late Starts or Early Departures

Purpose: Use this document as a reference for how to adjust the start/end date(s) and pay on a contract when the instructor is hired late, or must leave a class teaching assignment earlier than planned.

Audience: Class Scheduling Staff, HR\Payroll Staff

Navigation: Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

1. Add the instructor assignment in Schedule of Class and run the FWL Calculation Process to load the FWL Grid.

 **Note:** Not sure how to proceed with step 1? Refer to these Quick Reference Guides:

- [Add Instructor Assignment to Schedule of Class](#)
- [FWL Contract Generation \(Batch\)](#).

2. After the FWL Calculation Process has been run to load the FWL Grid, navigate to the Maintain Faculty Workload page.
3. Click on the FWL Grid tab.
4. Click the **Correct History** button to allow changes.
5. Click on the **Third** tab.
6. To change the contract start date, check the **Start Date Override** check box to open the **Start Date** field for editing.
7. To change the contract end date, check the **End Date Override** check box to open the **End Date** field for editing.
8. Click **Save**.

[HCM Data Page](#) | [FWL Grid](#) | [Calculation Results](#) | [FWL Notes/Comments](#)

FWL Grid Details

Effective Date: 07/27/2016 Eff Seq: 1

Find | View All First 1 of 2 Last

Faculty Workload

Third Tab Fourth Tab Last

Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 2532	☒	07/05/2016	☒	08/18/2016	07/14/2016	0	0	6	5

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#)

[Update/Display](#) | [Include History](#) | [Correct History](#)

9. If the Load Factor is used in the contract formula, the contract pay can be prorated by entering in the checking the **Override Load Factor** check box.
10. Prorate the Load Factor value.
11. Click Save.

[HCM Data Page](#) | [FWL Grid](#) | [Calculation Results](#) | [FWL Notes/Comments](#)

FWL Grid Details

Effective Date: 07/27/2016 Eff Seq: 1

Find | View All First 1 of 2 Last

Faculty Workload

Second Tab Third Tab Fourth Tab Last

Class Nbr	Assignment Type	Load Factor Override	Load Factor	TL %	Combined Sections	Associated Class	Empl Rcd Override	Empl Rcd Nbr	Department
1 2532	L02	☒	25.0000	20.833		3	☐	0	98732

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#)

[Update/Display](#) | [Include History](#) | [Correct History](#)

12. Click on the HCM Data Page tab.
13. Click the Recalc All button.

Warning: Proration of Load Factor adjusts both pay and hours. Proration of fees only does not adjust the hours of a contract.

14. If Load Factor is not used in the contract formula, adjustments can be made directly to the fees.
15. Click on the Fourth tab of the FWL Grid.
16. Check the Fees Override check box to open the various fee fields for editing.
17. Adjust the relevant fee used in the formula for pay:
 - If Term Max Load Rate is the factor used for pay, determine the number of weeks in the term and prorate the rate to adjust for the start/end date of the instructor's assignment.
 - If Per Credit is the factor used for pay, determine the number of weeks in the term and prorate the rate to adjust for the start/end date of the instructor's assignment.

- If the calculation configuration is designed to allow for use of a Flat Fee, zero out the other fee fields and enter the full prorated dollar value into the Flat Fee field.

18. When done entering the prorated fee amount, click **Save**.

FWL Grid Details

Effective Date: 07/27/2018 Eff Seq: 1

Faculty Workload

Fourth Tab

Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate
1 2532	☒	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	☐	\$0.000

Save Return to Search Previous in List Next in List

- Click on the HCM Data Page tab.
- Click the Recalc All button.
- After the contract proration is complete, verify the Calculation Results.
- Review/Update the Earn Code and Account Code on the Pay Line.
- Run the FWL Contract Generation Process to generate the online contract.
- Follow your college's contract approval process.

Note: For information on how to run the FWL Contract Generation Process to generate the online contract/appointment letters, refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#).

Alert: If an instructor has been terminated, their Job Data record in FWL will not be visible. Only 'Active' job records appear in Faculty Workload. You will need to work with HR to temporarily 're-open' the Job Data record in HCM in order to recalculate pay. Keep in mind, the job record will need to remain open until the pay has been processed.

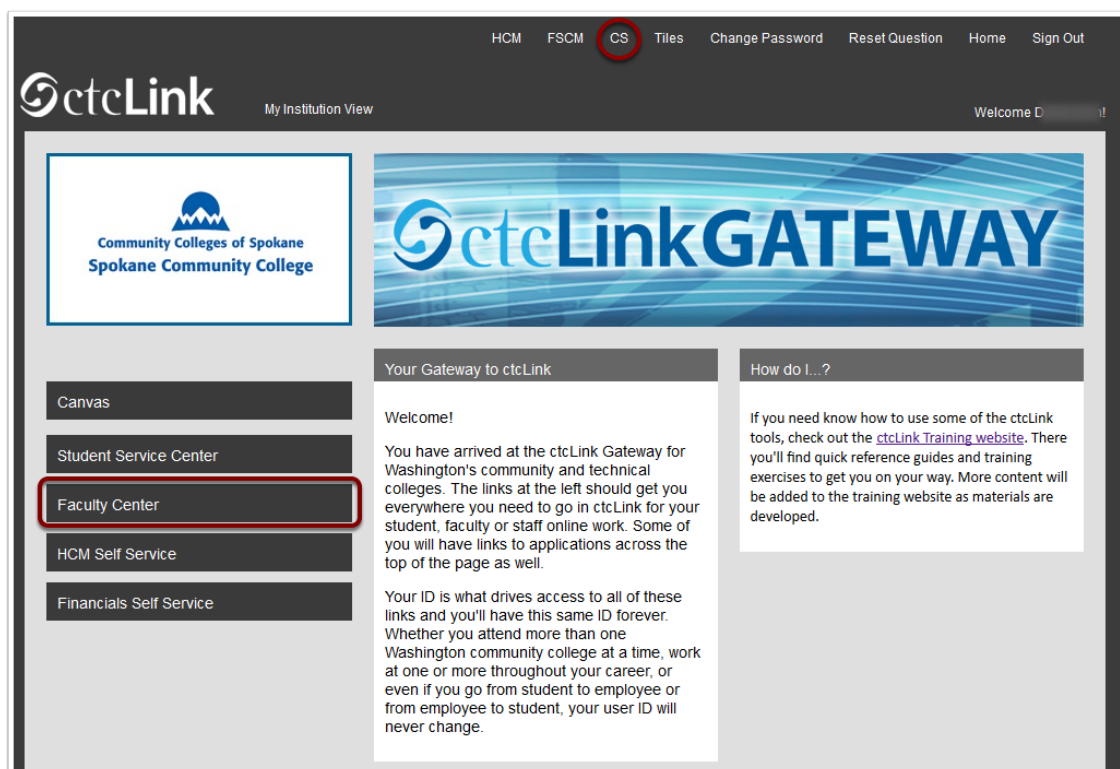
Accepting\Rejecting a Contract in the Faculty Center

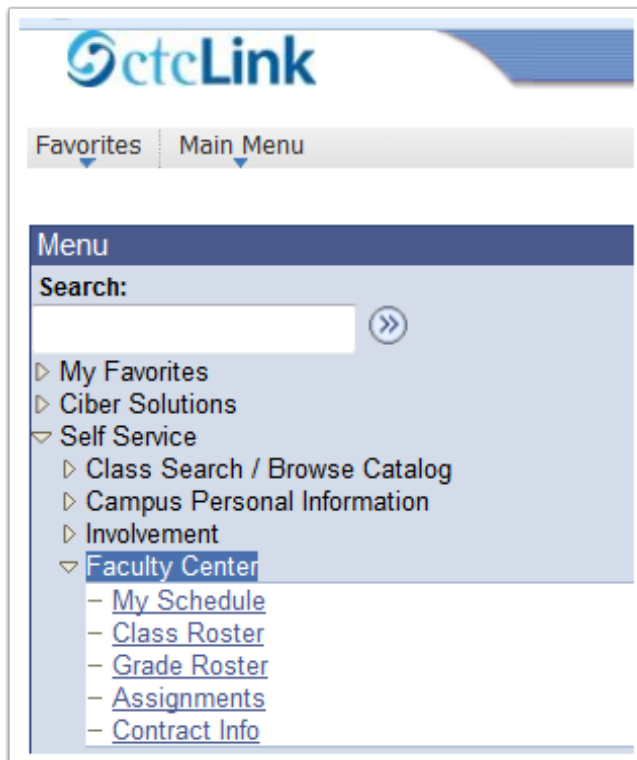
Purpose: Use this document as a reference for how to accept or reject an approved contract (appointment letter) from the Contract Data tab in the Faculty Center.

Audience: Instructors\Faculty, HR\Payroll

Navigation: Main Menu> Self Service > Faculty Center> Contract Info

Faculty Center is available on the ctcLink Gateway (portal) page by following the direct link on the left side pane under the college logo. The Faculty Center can also be accessed within the Campus Solutions (CS) pillar, by following the CS link at the top of the ctcLink Gateway page and using the navigation below:





On the Contract Info page in the Faculty Center all contracts (appointment letters) are displayed, listed by Term.

1. Find the contract to be signed, shown below as missing a check in the Contract Signed check box.
2. Click on the View Contract link to the right of the check box.

D

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | contract info

Contract Info

Contract Info											Personalize	Find	First	1-3 of 3	Last
Empl ID	Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract					
1 10100	WA171	2165	1712165194	06/28/2016	U03	Summer Effort [A&S]	☒	☐	☐	View Contract					
2 10100	WA171	2167	1712167398	09/19/2016	W03	Moonlight: Arts & Sciences OL	☒	☐	☐	View Contract					
3 10100	WA171	2167	1712167642	09/30/2016	M03	Moonlight: Arts & Sciences	☐	☐	☐	View Contract					

Faculty Center | Advisor Center | Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Contract Info](#)

3. Scroll to the bottom of the electronic contract (appointment letter), under the contract generation date the Accept and Reject buttons are displayed.

- To the right of the contract generation date, in the Initials field, enter your initials, representing your electronic signature on the contract, which is stored in the contract along with the User ID and date/time stamp of the person signing the contract.

Date: 09/30/2016 Initials: FDR

Accept Reject

Return

- If the Accept button is clicked, a pop up message will appear, confirming the intention to accept the contract. Click Yes to confirm.

Message

Are you sure you want to Accept the contract? (25000,308)

Yes No

- After accepting the contract, the Print button will appear, enabling the printing of the contract on a network printer.
- To exit the contract and return to the Contract Info page on the Faculty Center.

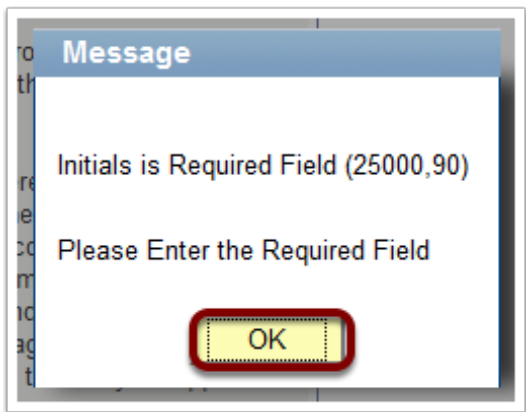
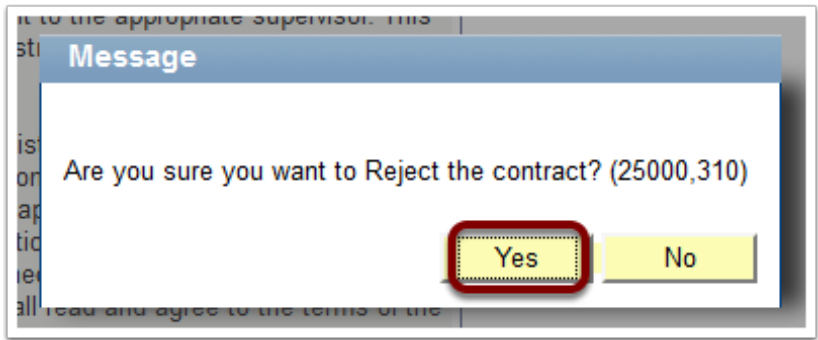
Date: 09/30/2016 Initials: FDR

Return Print

Contract Info							Personalize Find  					First  1-3 of 3  Last
	Empl ID	Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract	
1	10100	WA171	2165	1712165194	06/28/2016	U03	Summer Effort [A&S]	☒	☐	☐	View Contract	
2	10100	WA171	2167	1712167398	09/19/2016	W03	Moonlight: Arts & Sciences OL	☒	☐	☐	View Contract	
3	10100	WA171	2167	1712167642	09/30/2016	M03	Moonlight: Arts & Sciences	☒	☐	☐	View Contract	

- If the Reject button is clicked, a pop up message will appear, confirming the intention to reject the contract. Click Yes to confirm.

9. The system requires Initials to be entered before clicking the Reject button, if not entered, an error message will appear enforcing the requirement.



10. When rejecting a contract, the system allows, but does not require entry of a reason for the contract rejection.

A screenshot of a web form for rejecting a contract. At the top, it shows 'Date: 09/30/2016' and 'Initials: FDR' in a text box. Below these are three buttons: 'Accept' (disabled), 'Reject' (disabled), and 'Submit' (active). Under the 'Reject' button is a 'Reason:' label followed by an empty text box. A red circle with a magnifying glass icon is positioned over the 'Reason' text box. At the bottom left is a 'Return' button.

Look Up Reason

Reason Code: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1 1-3 of 3 Last

Reason Code	Description
01	Error on Contract
02	Declined
03	Incorrect Class

11. Once a contract rejection reason is selected, it will populate both code and description on the page.
12. Click the Return button to exit the page and return to the Contract Info page.

Date: 09/30/2016 Initials: FDR

Accept Reject Submit

Reason: 03 Incorrect Class

Return

13. Once returned to the Contract Info page, a check will appear in the Contract Rejected check box.

Contract Info

Contract Info											Personalize	Find			First		1-3 of 3		Last
	Empl ID	Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract								
1	10100	WA171	2165	1712165194	06/28/2016	U03	Summer Effort [A&S]	☒	☐	☐	View Contract								
2	10100	WA171	2167	1712167398	09/19/2016	W03	Moonlight: Arts & Sciences OL	☒	☐	☐	View Contract								
3	10100	WA171	2167	1712167644	09/30/2016	M03	Moonlight: Arts & Sciences	☐	☒	☐	View Contract								

[Faculty Center](#) [Advisor Center](#) [Search](#)

Spokane ONLY

Processing Independent Study Contracts - SPOKANE ONLY

Purpose: Use this document as a reference for how to process Independent Study contracts at Community Colleges of Spokane. Independent Study Contracts are calculated at the Census Date (typically 10th day) of the class.

Audience: Class Scheduling Staff

Navigation:

Main Menu → Curriculum Management → Schedule of Classes → Maintain Schedule of Classes

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Calculation Process

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Contract Generation

Overview

Calculating Independent Study contracts (I01-I18) applies to classes that have the Component of Independent Study. At Community Colleges of Spokane instructor pay for Independent Study classes is based on \$50 per the number of units (credits) multiplied by the number students enrolled. The resulting value is the amount of pay the instructor is eligible for. For example, \$50 per unit for a 5 unit class with 2 students enrolled equates to \$500.00 dollars. Independent Study classes do not earn FTE% nor calculate Term Contact Hours. The Load Factor in the Schedule of Class is not a factor in Co-Op pay.

Independent Study contracts do not automatically calculate for variable credit courses where students are enrolled for less than the maximum units of the course. See the section on managing variable credits for instructions on how to manage these types of contracts.

Note: For Spokane the Assignment Type naming convention begins with 2 to 4 characters code that specify the division issuing the contract (noted by 'DDDD' in the example below) for Independent Study contracts the Assignment Type is followed by [I].

'DDDD' [I] - Independent Study

Checklist Steps for Independent Study Contracts (Spokane Only)

- Confirm the instructor exists on the Instructor/Adviser Table for the institution with an Effective Date of 01/01/1901.
- [Add the Instructor to class in Schedule of Class](#) once, using the Independent Study Assignment Type, using the plus (+) symbol to add a new row if needed:
 - Ensure that the Empl Record Number is that of the correct job record.
 - If hired after Term start, use system default of 0 and override the Empl Rcd Nbr in the FWL Grid, adjusting start date and prorating Term Max Load Rate if needed.
 - Note: Load Factor is left at 100%, as it is not a factor in Independent Study calculations.
- Run [FWL Calculation Process](#) to Load the FWL Grid.
- Update FWL Grid-Tab 3 to enter the number of students enrolled.
- Click Save.
- Process a FWL Recalculation.
- Review and confirm Calculation Results tab.
- Review the Pay Line, if needed, update Earn Code and Combo Code.
- Run [FWL Contract Generation](#).
- Verify the online contract/appointment letter.
- Update Notes/Comments tab with HCM for HR review.
- Ensure Dean/Administrator approves the contract.
- Ensure instructor has gone into Faculty Center and signed the contract.

 **Note:** To confirm an instructor has a record on the Instructor/Adviser Table, refer to the Quick Reference Guide - [Adding and Instructor to the Instructor/Adviser Table](#).

Add Instructor Assignment in Schedule of Class

1. In **Schedule of Class**, use the search feature to open the **Independent Study** class and click on the **Meetings** tab.
2. In the **Instructors for Meeting Pattern** section, on the **Assignment** tab, enter the Empl ID of the instructor or use the Look Up to search by name.
3. Also on the **Assignment** tab, enter the **Empl Rcd#** or use the Look Up.
4. Click the **Workload** tab.

Basic Data Meetings **Enrollment Ctrl** Reserve Cap Notes Exam LMS Data Textbook QL Interface

Course ID: 019893 Course Offering Nbr: 1
 Academic Institution: Spokane CC
 Term: SPRING 2016 Academic
 Subject Area: CIS Computer Information Systems
 Catalog Nbr: 291 Indep Study

Class Sections Find | View All First 1 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 6500
 Class Section: 1 Component: Independent Study Event ID:
 Associated Class: 1 Units: 5.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 04/04/2016 06/17/2016
 Topic ID: Free Format Topic:
☐ Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	Instructor Role	Print	Access	Contact	Empl Recd#	Job Code
10100	Ab	Prim Ins	☒	Approve		0	

- On the Workload tab, in the Assign Type field, click the drop-down menu and select the appropriate Assignment Type value for your division with the [I].
- Load Factor can be ignored as it is not used in the calculation.
- Click Save.

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Workload

ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
1010	BHIT [I]	☒	100.0000		☒	

Room Characteristics Personalize | Find | First 1 of 1 Last

*Room Characteristic	*Quantity
	1

Academic Shift Personalize | Find | First 1 of 1 Last

Academic Shift

Save Return to Search Notify

Note: Not sure how to run the FWL Calculation Process to load the FWL Grid? Refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

Update Maintain Faculty Workload

1. After the FWL Calculation Process has been run to load the FWL Grid, navigate to the Maintain Faculty Workload page and click on the FWL Grid tab.
2. On the Calculation Result page. The **Contract Type** for *Independent Study* should appear with \$0 Total Pay. In order to generate pay, the number of enrolled students on the 10th day must be entered into the **FWL Grid**.
 - If the calculation result doesn't appear check the following:
 - Is the Empl Rcd Nbr entered in Schedule of Class for an active FAC or PTF job?
 - Is the Subject and Component configured for the Co-Op contract or is the first time this combination has been offered?
3. Click on the **FWL Grid** tab.
4. On the **FWL Grid** page, click the **Third** tab.
5. Add the number of enrolled students on the census date of the class to the **Student Census Enrolled** field.
6. Click **Save**.

FWL Grid Details

Effective Date: 07/25/2016 Eff Seq: 0

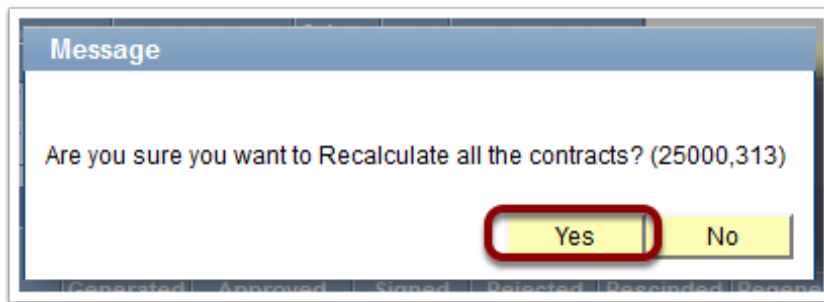
Faculty Workload

First Tab Third Tab Fourth Tab

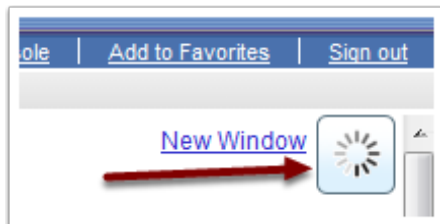
Class Nbr	Assignment Type	Start Date	Start Date Override	End Date	End Date Override	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 6500	101		04/04/2016		06/17/2016	04/15/2016	0	0	5	4

 **Tip:** Did you know you can re-organize the fields you see on the **FWL Grid**? Just click the [Personalize](#) link and re-order the fields. Want all the most relevant fields on the First Tab, just use the fields you want in the **Column Order** and move them up to the top under the *Tab First Tab (frozen)* header. You can also hide fields that aren't important to you. This formatting will be tied to only your login and will follow you wherever you go when you login to ctcLink.

7. Click the **HCM Data** tab, click the **Recalc All** button.
8. At the '*Are you sure you want to Recalculate all the contracts?*' message, click the **Yes** button.



9. The system wait icon will appear in the upper, right hand corner of the screen.



10. When the calculation is complete the screen will refresh and display a draft Pay Line and updated Calculation Results.

11. Click the Calculation Results tab. Verify the Total Pay for Term is accurate for the student count.

Contract Type: 101 Ind Study: Business, Hosp, IT

Class	Empl Class	Empl Rate	Subject	Class Comp	Assignment Type	Feed's	Pay Student	Flat Fee	Description	Student Count	TT %	Line	Interim Pay	Total Additional	Total Pay for Term
1 6500	FTC	0	CIS	Ind Study	101	N	\$0.000	\$0.00	Ind Study Bus & Hosp IT	2	0.000	5.00	0.000	\$0.000	\$500.00

12. If Calculation Results are accurate, click on the HCM Data tab, and verify/update the Pay Line Earnings Code and Account Code (combo code) on the Second tab.

CS to HCM Pay Line

Effective Date: 07/25/2016 Eff Seq: 1

Second

Class Nbr	Empl Rcd#	Seq No	*Earnings Code	*Account Code
1 6500	0	2	FTF	000156241
2 6500	0	3	FTF	000156241
3 6500	0	1	FTF	000156241
4 6500	0	5	FTF	000156241

Look Up Earnings Code

Earnings Code: begins with

Description: begins with

Look Up Clear Cancel Basic L

Search Results

View 100 First 1-4 of 4 Last

Earnings Code	Description
FTF	Full Time Faculty Contract
MLC	Moonlight Contract

CS to HCM Pay Line

Effective Date: 07/25/2016 Eff Seq: 1

Second

	Class Nbr	Empl Rcd#	Seq No	*Earnings Code	*Account Code
1	6500	0	2	MLC	000193919
2	6500	0	3	FTF	000156241
3	6500	0	1	FTF	000156241
4	6500	0	5	FTF	000156241

Look Up Account Code

Combination Code: begins with
Description: begins with

Look Up Clear Cancel Basic Look

Search Results

View 100 First 1-4 of 4 Last

Combination Code	Description
000156241	Full Time Faculty Contract
000193919	Moonlight Contract

- After all lines have been updated, click Save.

Generation and Review Online Contract

Note: Not sure how to run the FWL Contract Generation Process to generate the online contract/appointment letter? Refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#).

- After the contract has been generated, navigate back to **Maintain Faculty Workload**, on the HCM Data tab, in the HCM Data Contract Info section, click the **View Contract** link for the Independent Study contract type (e.g. I01) to open the online contract and verify the details.

HCM Data Page FWL Grid Generation Results FWL Notes/Comments

Header Data

Empl ID: 10100243 Institution: WA171 Spokane CC Term: 2103 SPRING 2016
First Name: Tami Last Name: Anderson Phone: 509.342.1212
Email ID: TANDERSON@SPOKANE.EDU

HCM Data Information

HCM Position Job Summary

Position Number	Empl Class	Empl Rcd#	Empl Seq#	HR Status	Control Status	Job Code	Component	Business Unit	Department	Salary Grade	Step	View Job Data
1	PTF	1	Secondary	Active	Active	440004	170	HR171	06790	0		View Job Data
2	00001411	FAC	0	Primary	Active	220046	170	HR171	06790	FTF	9	View Job Data

HCM Data Contract Info

Contract#	Contract Generation Date	Contract Type	Description	Part-time FTE %	Total Amount	Contract Generated	Contract Approved	Contract Stated	Contract Amended	Contract Rescinded	Contract Regenerated	View Contract	Recalc	Regenerate
1 1712163878	07/25/2016	I01	Ind Study-Business, Hosp, IT	0.000	500.00	Y						View Contract	Recalc	Regenerate

- (optional) Add any comments you deem necessary to communicate information for this specific contract to the instructor.

- If comments added, click **Save** then **Return**.
- If no comments added, click **Return** to exit the contract view and return to the FWL page.

Contract Information

Empl ID:	101002	Contract Type:	I01 Ind Study: Business, Hosp, IT
Academic Institution:	WA171 Spokane Community College	Contract Number:	1712163978
Term:	2163 SPRING 2016	Contract Generation Date:	07/25/2016
Address:	1810 N Greene Street. Spokane WA 99217	Contract Begin Date:	04/04/2016
		Contract End Date:	06/17/2016

Classes

Class Nbr	Course ID	Course Title	Contracted Hours	Time	Meeting Pattern	Location Code	Total Pay for Term	Earnings Code	FTE %
6500	019893	Indep Study	0.00	-			\$500.00	MLC	0.000

Comment

Total Contract Amount: 500.00 **Hours:** **Amount Per Payment:** \$83.33

Number Of Payments: 6 **FTE %:** 0.000

Payment Date
04/25/2016
05/10/2016
05/25/2016
06/10/2016
06/24/2016
07/11/2016

Disclaimer

[Contract Audit History](#) **Date:** 07/25/2016 **Initials:**

Return

Save

Approve

☒ Display

Rescind

Add Note for HR Review

1. After the contract is verified and any comments have been added, click the **FWL Notes/Comments** tab to update the notes with **HCM** in the first three positions. This will cause this contract to appear on the report run by HR noting which contracts area ready for HR review. If entries already exist on this page, click the Plus (+) symbol to add a new Sequence Number to enter a fresh comment.
2. Click **Save**.

The screenshot shows the 'FWL Notes/Comments' window. At the top, there are tabs: 'HCM Data Page', 'FWL Grid', 'Calculation Results', and 'FWL Notes/Comments'. The 'FWL Notes/Comments' tab is selected and highlighted with a red box. Below the tabs, the window title is 'FWL Notes/Comments'. There are navigation links: 'Find | View All', 'First 1 of 1', and 'Last'. The form contains the following fields: 'Effective Date: 04/12/2016', '*Status: Active', 'SeqNum: 2', and 'Comments: HCM'. A red arrow points to the 'Comments' field. Below the 'Comments' field are 'Last Updated by:' and 'Last Update Date/Time:' fields. At the bottom of the window, there are five buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.

3. Ensure Dean/Administrator approves the contract.
4. Ensure instructor has gone into Faculty Center and signed the contract.

Handling Pay Adjustments for Variable Credit Independent Studies

When all students enrolled in an Independent Study class are all enrolled for the same credits, the Faculty Workload process calculates \$50 per credit, times the number of students enrolled.

When an Independent Study class has students enrolling for less than the maximum credits of the class the system is not able to calculate pay based on the variation. In order to manage this follow these steps to change the pay fields on the FWL Grid:

1. Navigate to the **Maintain Faculty Workload** page.
2. Click on the **FWL Grid** tab.
3. Click on the **Fourth** tab.
4. Make sure the **Correct History** button is clicked.
5. If the **Correct History** pop-up window appears, click **Cancel** to turn on Correct History.
6. Click the **Fees Override** check box to open the **Flat Fee** field for editing.
7. Enter the total pay amount for the contract into the **Flat Fee** field.
8. Click **Save**.
9. Click on the **HCM Data Page** tab.
10. Click **Recalc All** to recalculate the contract, ignoring the **Per Credit Rate** and directly inputting the *Total Pay* for the contract.

FWL Grid Calculate Results FWL Notes/Comments

FWL Grid Details

Effective Date: 07/28/2016 ELL Swaps: 1

Faculty Workload

First Tab Second Tab Third Tab Fourth Tab Fifth Tab Sixth Tab Seventh Tab Eighth Tab Ninth Tab Tenth Tab

	Term	Term Max Load Rate	Per Credit	Hourly	Per Student Calc Rate	Per Student Calc Rate	Per Student Calc Rate	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Do Not Include	# of PYMTS
1	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.000	11	0.00	\$0.000	☐	\$0.000	☐	6
2	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.000	11	0.00	\$0.000	☐	\$0.000	☐	6
3	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.000	11	0.00	\$0.000	☐	\$0.000	☐	6
4	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.000	11	0.00	\$0.000	☐	\$0.000	☐	6
5	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.000	11	0.00	\$0.000	☐	\$0.000	☐	6
6	☒	\$0.000	\$50.000	\$250.00	\$0.000	0.000	\$0.000	11	0.00	\$0.000	☐	\$0.000	☐	6

Save Return to Search Refresh/Display Include History Correct History

Processing FT Online Overload Contracts - SPOKANE ONLY

Purpose: Use this document as a reference for how to process Co-operative Education contracts at Community Colleges of Spokane.

Audience: Class Scheduling Staff, HR\Payroll Staff

Main Menu → Curriculum Management → Schedule of Classes → Maintain Schedule of Classes

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Calculation Process

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Contract Generation

Overview

When Full Time Faculty are teaching online classes with enrollments that exceed 25 students as part of their regular load, the overloaded students from the online class are paid above the instructor's regular salary. The overloaded students also generate FTE% for that instructor and that overload FTE% is not typically* attributed as part of their regular load. Because the instructor's regular load is calculated in FWL as non-pay generating (FTE Only), but the FT Online Overload does generate pay in FWL, there are two different calculation formulas. The regular load portion is calculated using the FTE Only contract types (F01-F20) and the overloaded students pay is calculated under the FT Online Overload contract types (X01-X18). This will require you to enter the instructor twice in the Instructors for Meeting Pattern section on the Schedule of Class. The online contract generated will be only for the overload portion of the FTE%.

At Community Colleges of Spokane instructor pay for online overload classes is based on the number of students enrolled above 25 students and below 36. If more than 35 students want to enroll a new class section is supposed to be opened. For questions on this please contact your district HR office.

The pay methodology for FT Online Overload first takes into account what the class would be paid out as if the instructor would be paid as Moonlight pay, for example a 5 credit lecture in Workload Category A has an FTE% of 33.333% and moonlight pay of \$3395.67 (1/3 of \$10,187) - this is NOT what the instructor will be paid since their pay comes from their full time salary.

Once the dollar value of the class is determined, this amount is divided by 25 to determine the 'per student' amount. Keep in mind, this value changes based on the dollar value of each class.

Using the example of pay above, 1/25th of \$3395.67 results in \$135.83 per student. As an alternate example, a 2 credit class at Workload Category C would have a dollar value of \$1018.70 and 1/25th of that class would result in \$40.75 per student.

Next comes determining the overload count, for example, 27 students enrolled, subtract the first 25 to determine that 2 students are overloaded. The overloaded student count is multiplied by the per student cost to calculate the total pay for overloaded students and the resulting value is the amount of pay the instructor is eligible for, for example $\$135.83 \times 2 = \271.66 in total pay.

The Term Contact Hours of the contract are calculated by dividing the overloaded student count (2), by the threshold (25) to and then multiply by the Term Contact Hours of the class to determine the hours value of the overloaded students. For example $2/25 = .08 \times 55 = 4.4$ hours for the 2 students.

The FTE% of the contract is calculated by dividing the Term Contact Hours (e.g. 4.4) by the total hours of the workload category (e.g. 165), or $4.4 / 165 = 2.667\%$ FTE.

Note: For Spokane the Assignment Type naming convention begins with 2 to 4 characters code that specify the division issuing the contract (noted by 'DDDD' in the example below) for FT Online Overload contracts the Assignment Type is followed by [FOL]. For FT Online Overload contracts that are multi-component (for example, Lecture/Lab) the Assignment Type is followed by [FOLL].

The FT Online Overload Assignment Types have a configuration of \$10,187 or \$11,170 in the Term Max Load Rate value, thus generating pay equivalent to Adjunct faculty, but only for the students enrolled over the maximum of 25, the regular load is paid from the instructor's full time salary.

'DDDD'[FOL] - FT Online Overload

'DDDD'[FOLL] - FT Online Overload (Lecture/Lab)

* If attempting to calculate FTE% only for overloaded students see bottom section of this QRG entitled "Overload as Regular Load."

Checklist Steps for FT Online Overload Contracts (Spokane Only)

- Confirm the instructor exists on the Instructor/Advisor Table for the institution with an Effective Date of 01/01/1901.
- [Add the Instructor to class in Schedule of Class](#) first, using the FT Regular Load Assignment Type.
- Add a second row for the instructor, using the FT Online Overload Assignment Type. Use the plus (+) symbol to add a new row (if needed). On each row:
 - Ensure that the Empl Record Number is that of the correct job record. Both rows must have the same number.
 - If hired after Term start, use system default of 0 and override the Empl Rcd Nbr in the FWL Grid, adjusting start date and prorating Term Max Load Rate if needed.

- Ensure the Load Factor entered matches on both rows.
- Run [FWL Calculation Process](#) to Load the FWL Grid.
- Update FWL Grid-Tab 3 to enter the number of students enrolled for the FT Online Overload contract type.
- Click Save.
- Process a FWL Recalculation.
- Review and confirm Calculation Results tab.
- Review the Pay Line, if needed, update Earn Code and Combo Code.
- Run [FWL Contract Generation](#).
- Verify the online contract/appointment letter.
- Update Notes/Comments tab with HCM for HR review.
- Ensure Dean/Administrator approves the contract.
- Ensure instructor has gone into Faculty Center and signed the contract.

 **Note:** To confirm an instructor has a record on the Instructor/Advisor Table, refer to the Quick Reference Guide - [Adding and Instructor to the Instructor/Advisor Table](#).

Add Instructor Assignment in Schedule of Class

1. In Schedule of Class, use the search feature to open the online class and click on the Meetings tab.
2. In the Instructors for Meeting Pattern section, on the Assignment Tab, enter the Empl ID of the instructor or use the Look Up to search by name.
3. Click the Plus (+) symbol to add a second line and enter the Empl ID again on the second line.
4. The Print check box should only be checked for one of the two rows.
5. Also on the Assignment tab, enter the Empl Rcd# or use the Look Up, making sure to enter the same number for both rows.
6. Click the Workload Tab.

Basic Data Meetings **Assignments** Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 019339 Course Offering Nbr: 1
 Academic Institution: Spokane CC
 Term: SPRING 2016 Academic
 Subject Area: MUSC& Music &
 Catalog Nbr: 105 Music Apprec [CCN]

Class Sections Find | View All First 1 of 5 Last
 Session: 1 Regular Academic Session Class Nbr: 1509
 Class Section: 1 Component: Lecture Event ID:
 Associated Class: 1 Units: 5.00

Meeting Pattern Find | View All First 1 of 1 Last
 Facility ID: ONLINE Capacity: Pat: Mtg Start: Mtg End: M T W T F S S *Start/End Date: 04/04/2016 06/17/2016
 ONLINE Topic ID: Free Format Topic:
☐ Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Personalize | Find | View All First 1-2 of 2 Last
 Assignment

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
101003011	Such,David G	Prim Ins	☒	Approve		0	
101003011	Such,David G	Prim Ins	☐	Approve		0	

- On the Workload tab, in the top row Assign Type field, click the drop-down menu and select the appropriate Assignment Type value for your division for the Full Time (regular load) - FTE Only.
- On the second row, in the Assign Type field, click the drop-down menu and select the appropriate Assignment Type value for your division with the [FOL] or [FOLL] for FT Online Overload contract.
- Enter the same Load Factor for both rows.
- Click Save.

Instructors For Meeting Pattern Personalize | Find | View All First 1-2 of 2 Last
 Assignment **Workload**

ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
101003011	A&S [FC]	☒	100.0000		☒	
101003011	A&S	☒	100.0000		☒	

Room Characteristics Personalize | Find First 1 of 1 Last
 *Room Characteristic: *Quantity: 1

Academic Shift Personalize | Find First 1 of 1 Last
 Academic Shift:

Save Return to Search Notify

Note: Not sure how to run the FWL Calculation Process to load the FWL Grid? Refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

Update Maintain Faculty Workload

1. After the FWL Calculation Process has been run to load the FWL Grid, navigate to the Maintain Faculty Workload page and click on the FWL Grid tab.
2. On the Calculation Result page. The Contract Type for *FT Online Overload* will appear with 0.00 FTE% and \$0 Total Pay. In order to generate FTE % and pay, the number of enrolled students on the 10th day must be entered into the **FWL Grid**.
 - If the calculation result doesn't appear check the following:
 - Is the Empl Rcd Nbr entered in Schedule of Class for an active FAC job?
 - Is the Subject and Component configured for the contract or is the first time this combination has been offered?
3. Click on the FWL Grid tab.
4. On the FWL Grid page, click the Third tab.
5. Add the number of enrolled students on the census date of the class to the Student Census Enrolled field.
6. Click Save.

The screenshot displays the 'FWL Grid Details' page. At the top, there are three tabs: 'HCM Data Page', 'FWL Grid' (selected), and 'FWL Notes/Comments'. Below this, the 'FWL Grid Details' section shows 'Effective Date: 04/15/2016' and 'Eff Seq: 0'. The 'Faculty Workload' section has four tabs: 'Third Tab' (selected), 'Fourth Tab', and 'List'. A table of faculty workload data is shown below. The table has columns: Class Libr, Assignment Type, Start Date Override, Start Date, End Date Override, End Date, Census Date, Student Census Enrolled, Enrolled Student Threshold, Enrollment Capacity, and Enrollment Total. The row for Class 1509, X03 is highlighted with a red circle, showing a value of 35 in the 'Student Census Enrolled' field. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Update/Display', 'Include History', and 'Correct History'.

Class Libr	Assignment Type	Start Date Override	Start Date	End Date Override	End Date	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 1509	003		04/04/2016		06/17/2016	04/15/2016	0	0	35	35
2 1509	X03		04/04/2016		06/17/2016	04/15/2016	35	25	35	35
3 1510	003		04/04/2016		06/17/2016	04/15/2016	0	0	35	28
4 1511	W03		04/04/2016		06/17/2016	04/15/2016	33	25	35	33
5 1512	003		04/04/2016		06/17/2016	04/15/2016	0	0	35	35
6 1512	X03		04/04/2016		06/17/2016	04/15/2016	35	25	35	35

Tip: Did you know you can re-organize the fields you see on the FWL Grid? Just click the *Personalize* link and re-order the fields. Want all the most relevant fields on the First Tab, just use the fields you want in the Column Order and move them up to the top

under the *Tab First Tab (frozen)* header. You can also hide fields that aren't important to you. This formatting will be tied to only your login and will follow you wherever you go when you login to ctcLink.

7. Click the HCM Data tab, click the Recalc All button.
8. At the 'Are you sure you want to Recalculate all the contracts?' message, click the Yes button.

Instructions

Header Data

Empl ID: 101000 Institution: WA171 Spokane CC Term: 2163 SPRING 2016

First Name: D Last Name: S Phone: 509/2

Email ID: D POKANE EDU

HCM Data Information

HCM Position Job Summary

Position Number	Empl Class	Empl Red #	Empl Red # Descr	HR Status	Payroll Status	Job Code	Company	Business Unit	Department	Salary Grade	Step	View Job Data
1	FAC	1	Secondary	Active	Active	980000	170	HR171	98745	FTF	11	View Job Data
2	PTF	2	Secondary	Active	Active	440004	170	HR171	98745	0		View Job Data
3 00001471	FAC	0	Primary	Active	Active	220220	170	HR171	98745	FTF	11	View Job Data

Recalc All

Message

Are you sure you want to Recalculate all the contracts? (25000,313)

Yes No

9. The system wait icon will appear in the upper, right hand corner of the screen.

MultiChannel Console | Add to Favorites | Sign out

Wait for this to finish swirling.

New Window

10. When the calculation is complete the screen will refresh and display a draft Pay Line and updated Calculation Results.

CS to HCM Pay Line

Effective Date: 04/18/2016 Eff Seq: 0

First Second

Class Nbr	Empl Rcd#	Seq No	*Earnings Code	*Account Code
1 1509	0	12	MLC	000166736

Look Up Clear Cancel Basic Look

Search Results

View 100 First 1-3 of 3 Last

Combination Code	Description
000166736	Moonlight Contract
000166736	P/T Faculty Hourly
000169420	Full Time Faculty Contract

13. After all lines have been updated, click Save.

Generation and Review Online Contract

Note: Not sure how to run the FWL Contract Generation Process to generate the online contract/appointment letter? Refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#).

- After the contract has been generated, navigate back to Maintain Faculty Workload, on the HCM Data tab, in the HCM Data Contract Info section, click the View Contract link for the Co-Op contract type (e.g. K01) to open the online contract and verify the details.

HCM Data Page FWL Grid Calculation Results FWL Return/Comments

Header Data

Empl ID: 10100 Institutions: WA171 Spokane CC Terms: 2163 SPRING 2016
 First Name: David Last Name: S Phone: 509-325-1234
 Email ID: POKANE.EDU

HCM Data Information

HCM Position Job Summary

Position Number	Empl Class	Empl Rcd#	Empl #/Descr	UN Status	Payroll Status	Job Code	Company	Business Unit	Department	Salary Grade	Step	View Job Data
1	FAC	1	Secondary	Active	Active	980003	170	HR171	98748	PTF	11	View Job Data
2	PTF	2	Secondary	Active	Active	440004	170	HR171	98748	0		View Job Data
3 0001471	FAC	0	Primary	Active	Active	226220	170	HR171	98748	FTF	11	View Job Data

HCM Data Contract Info

Contract#	Contract Generation Date	Contract Year	Description	Multi-yr Pct %	Total Amount	Contract Generated	Contract Approved	Contract Request	Contract Rejected	Contract Rejected	Contract Rejected	Contract Rejected	View Contract	Recalc	Regenerate
1 1712163758	04/18/2016	X03	FTF-OL A&S		26,698 2716.54	☒	☐	☐	☐	☐	☐	☐	View Contract	Recalc	Regenerate

- (optional) Add any comments you deem necessary to communicate information for this specific contract to the instructor.
 - If comments added, click **Save** then **Return**.
 - If no comments added, click **Return** to exit the contract view and return to the FWL page.

Contract Information

Empl ID:	10100: [redacted] id G	Contract Type:	X03 FTF-OL: A&S
Academic Institution:	WA171 Spokane Community College	Contract Number:	1712163760
Term:	2163 SPRING 2016	Contract Generation Date:	04/18/2016
Address:	1810 N Greene Street. Spokane WA 99217	Contract Begin Date:	04/04/2016
		Contract End Date:	06/17/2016

Class Nbr	Course ID	Course Title	Contracted Hours	Time	Meeting Pattern	Location Code	Total Pay for Term	Earnings Code	FTE %
1509	019339	Music Apprec [CCN]	22.00	-		ONLINE	\$1358.27	MLC	13.333
1512	020538	Worldmusic	22.00	-		ONLINE	\$1358.27	MLC	13.333

Comment

Total Contract Amount:	2716.54	Hours:	44.00	Amount Per Payment:	\$452.76
Number Of Payments:	6	FTE %:	26.666		

Payment Date
04/25/2016
05/10/2016
05/25/2016
06/10/2016
06/24/2016
07/11/2016

Disclaimer

NOTE: The above new dates will be met provided all required paperwork is received in the Human Resources Office on or later than 10.

[Contract Audit History](#)

Date: 07/26/2016

Initials:

Return

Save

Approve

☒ Display

Rescind

Add Note for HR Review

- After the contract is verified and any comments have been added, click the **FWL Notes/Comments** tab to update the notes with **HCM** in the first three positions. This will cause this contract to appear on the report run by HR noting which contracts area ready for HR review. If entries already exist on this page, click the Plus (+) symbol to add a new Sequence Number to enter a fresh comment.
- Click **Save**.

HCM Data Page | FWL Grid | **FWL Notes/Comments**

FWL Notes/Comments

Find | View All | First 1 of 1 Last

Effective Date: 03/25/2016 *Status: Active

Find | View All | First 2 of 2 Last

SeqNum: 2

Comments: HCM

Last Updated by: Last Update Date/Time:

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

3. Ensure Dean/Administrator approves the contract.
4. Ensure instructor has gone into Faculty Center and signed the contract.

Overload as Regular Load

Looking to calculate the FT Online Overload contract for FTE% Only and no pay?

1. Follow all the steps above in the Update Maintain Faculty Workload section, after Step 5, click the Fourth tab on the FWL Grid.
2. Check the Fees Override check box for the FT Online Overload Contract Type (X01-X18).
3. Update the Term Max Load Rate to \$0.
4. Click Save.
5. Click the HCM Data tab and click the Recalc All button.

Return to Search

FWL Grid

Calculation Results

FWL Notes/Comments

FWL Grid Details

Effective Date: 04/18/2016

Eff Seq: 0

Faculty Workload

First Tab

Second Tab

Third Tab

Fourth Tab

...

	Class Nbr	Assignment Type	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt
1	1509	003	☐	\$10187.000	\$0.000	\$0.00	\$0.000
2	1509	X03	☒	\$0.000	\$0.000	\$0.00	\$0.000
3	1510	003	☐	\$10187.000	\$0.000	\$0.00	\$0.000
4	1511	W03	☐	\$10187.000	\$0.000	\$0.00	\$0.000
5	1512	003	☐	\$10187.000	\$0.000	\$0.00	\$0.000
6	1512	X03	☐	\$10187.000	\$0.000	\$0.00	\$0.000

Save

Return to Search

Previous in List

Next in List

 **Warning:** Keep in mind, contracts the generate FTE% only as part of the instructor's Full-Time regular load will have \$0 pay in FWL and will not generate an online contract.

Processing Release Time Contracts - SPOKANE ONLY

Purpose: Use this document as a reference for Release Time Assignment Types to an Instructors Term Workload page. Release Time applies to Full Time Faculty only. These instructions assume that the instructor already has regular class load that has been calculated in FWL and that the instructor already has an established, active job and exists in the Instructor/Advisor Table.

Audience: Class Scheduling or HR Staff

Navigation: Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload

Overview

Release Time can be entered for an instructor to receive Moonlight pay, or be added to track which portion of their Full Time load is attributable to Release Time. Since assignment of Release Time is done for a brief period before and after the start of each term, the Assignment Types have been reconfigured with two distinct short descriptions designed to make it easier to remember which Assignment Type is 'payable' and which is 'FTE Only.'

Note: For Spokane the Assignment Type naming convention begins with 2 to 4 characters code that specify the division issuing the contract (noted by 'DDDD' in the example below) followed by the purpose of the Assignment Type noted in the brackets. The [RF] will have an Assignment Type configuration of \$0 in the Term Max Load Rate value, thus generating no pay, but only FTE %. The [RM] will have an Assignment Type configuration of \$10187 in the Term Max Load Rate value, thus generating pay.

'DDDD'[RF] - Release Time Full Time Load

'DDDD'[RM] - Release Time Moonlight

Checklist Steps (Spokane)

- Add Release Time Assignment Type to Instructor Term Workload
- Run FWL Calculation Process to Load the FWL Grid with Release Time row(s)
- Update FWL Grid-Tab 3 for Start/End Date of Release Time
- Update FWL Grid- Tab 4 with number of Contracted Hours to generate the correct FTE % (see table)
- Process a FWL Recalculation
- Review and confirm Calculation Results tab
- If payable Release Time: Update Earn Code and Combo Code on Pay Line
- If payable Release Time: Run FWL Contract Generation
- If payable Release Time: Update Notes/Comments tab with HCM for HR review

- If payable Release Time: Ensure Dean/Administrator approves the contract
- If payable Release Time: Ensure instructor has gone into Faculty Center and signed the contract

Example Instructor Scenario

For this QRG we will use a sample instructor who already has part of a regular Full Time load (77.222%) established in FWL.

FWL Grid Details

Effective Date: 04/05/2016

Eff Seq: 3

Faculty Workload

First TabSecond TabThird TabFourth TabFind

	Class Nbr	Assignment Type	Load Factor Override	Load Factor	MoonLight Term %	FTE %
1	4799	This sample instructor has a total of 77.222% FTE for this term thus far. They are eligible for 33.333% FTE of Release Time. They will use 22.778% of that release time as part of their Full Time load and the remaining 10.555% FTE will be put towards Release Time that is payable as Moonlight.				58.333
2	4702					13.333
3	5985					5.556
4	4796					0.000
5	4795	002	☐	100.0000	0.000	0.000
6	5685	002	☐	100.0000	0.000	0.000

1. Search for the instructor in the **Instructor Term Workload** page and enter the following:
 - ID: Empl ID of the instructor.
 - Academic Institution: Enter value or use lookup.
 - Name: If EmplID unknown, enter at least the first character of the Last Name.
2. The page appears with the latest active Term displayed. If this is not the Term needed, search for the correct Term page by clicking the **Find** link and in the pop-up window enter the Term value, (e.g. 2163)
3. Click **OK**.

Term Workload

Kendoll,Barbie E ID: 10101234

Workload Definition Find View All First 1 of 10 Last

Academic Institution: WA171 Spokane CC Total Term FTE%

Term: 2163 SPRING 2016

Instructor Assignment Class: LECTUR Lecture

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☒ Instructor Multiplier %: 100

Workload Assignment Job Code

Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Assignment Type	Work Load	App Load	Assignment FTE %		
Core Cncpts	ECHO	131	1	4702		H&ES		☒		+	-
Core Cncpts	VASC	131	1	4795		H&ES		☒		+	-
Vasc Pro II	VASC	132	1	5685		H&ES		☒		+	-
Vasc Pro II	VASC	132	1	5685		H&ES		☒		+	-
Vasc Tch Skl	VASC	134	1	4796		H&ES LLF		☒		+	-
Vasc Clin III	VASC	272	1A	4799		H&ES LLF		☒		+	-
Vasc Clin III	VASC	272	1	5985		H&ES LLF		☒		+	-

4. Once in the correct Term, click the **Add a Row (+)** button to add an additional Workload Assignment. If adding only one Release Time, then only 1 row is needed. If adding multiple rows of Release Time (payable and FTE only), then click the **Add a Row (+)** button to add two additional Workload Assignments.

Vasc Pro I	VASC	122	A1	5900		H&ES LL		☒		+	-
								☒		+	-

5. Enter the following on the **Workload Assignment** tab:
- **Description:** Title of work being performed, for example Release Time FT Load or Release Time Moonlight. This description is for reference only and does not load into the FWL Grid.
 - **Assignment Type:** Click the drop down menu to select a Non-Instructional Assignment Type, for payable Release Time select the division Assignment Type ending in [RM], for full time load Release Time select the division Assignment Type that ends in [RF].
 - **Work Load:** (Optional) Hours of work being performed, does not load into the FWL Grid. (see table for hours)
 - Click **Save**

Term Workload

Kendall, Barbie E ID: 101001234

Workload Definition Find | View All First 1 of 10 Last

Academic Institution: WA171 Spokane CC

Term: 2163 SPRING 2016

Instructor Assignment Class: LECTUR Lecture

Calculate Workload: ☒ Assigned FTE %:

Limit Workload: ☒ Instructor Multiple:

Workload Assignment Job Code

Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects	Job Code	Load	App Load	Assignment FTE %
Core Cnrcpts	ECHO	131	1	4702					
Core Cnrcpts	VASC	131	1	4795					
Vasc Pro II	VASC	132	1	5685					
Vasc Pro II	VASC	132	1	5685					
Vasc Tch Skl	VASC	134	1	4796					
Vasc Clin III	VASC	272	1A	4799					
Vasc Clin III	VASC	272	1	5985					
Release Time (FT load)							37.58	☒	
Release Time (Moon)							17.42	☒	

Dropdown menu options: Crs Prep, CrsPrep-SS, Flat Rate, Flat Rate2, GUID, GUID [M], H&ES, H&ES LL, H&ES LLF, H&ES [C], H&ES [FOL], H&ES [IB], H&ES [I], H&ES [MIB], H&ES [MOL], H&ES [OL], H&ES [RF], H&ES [RM], H&ES [SA], H&ES-2, H&ES [F], H&ES [F]

NOTE: Do not delete rows added to the Instructor Term Workload page once added to the FWL Grid until the code fix for cancelled or deleted class data is released into Production or you could cause problems recalculating non-instructional time

6. Navigate to the **Maintain Faculty Workload** page for that instructor and term to perform a Recalc All or recalculate the record in batch using the FWL Calculation Process and click the **Search** button, or add a new run control by clicking the **Add a New Value** tab by entering the **Run Control ID** in the open text box, for example *FWLrecalc*
7. A run control is used to allow saving scheduling parameters for a specific batch process for later re-use. Run Control IDs are named at the discretion of the user and can be used again either with the same parameters or edited to reflect the currently applicable scheduling parameters. After the **Run Control ID** is entered click **Add**.

FWL Calculation Process

Find an Existing Value Add a New Value

Run Control ID:

Add

8. On the FWL Calculation Parameters page enter the following:

- **Academic Institution:** Enter or use the lookup.
- **Term:** Enter or use the lookup.
- **Empl ID:** Enter the Empl ID for the instructor(s) to be recalculated. Each division initialized their own instructors, therefore it is **NOT recommended** to leave this field blank or risk recalculating all instructors assigned to classes at the institution. Use the plus (+) symbol to add a new row for each additional Empl ID.
- **Recalc for Changes:** Check the box to recalculate if a record already exists in FWL.
- Click the Run button.

Note: Instructors missing their Instructor/Advisor Table will error when entering their Empl ID.

9. At the Process Scheduler Request page click OK.

Process Scheduler Request

User ID CTC_FUNCTIONAL Run Control ID FWLInitialize

Server Name Run Date 08/17/2015

Recurrence Run Time 7:24:58AM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	FWL Calculation Process	CTC_FWL_CALC	Application Engine	Web	TXT	Distribution

OK Cancel

10. Clicking OK will launch the batch process and return to the scheduling parameters page.

11. Click the **Process Monitor** link to view the status of the batch process and see the log file generated when the process completes:

FWL Calculation Process

Run Control ID: FWLInitialize [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 99533

FWL Calculation Parameters

*Academic Institution: WA171 Spokane CC

*Term: 2153 SPRING 2015

Employee Personalize | Find | First 1 of 1 Last

	EmpID	Last Name	First Name		
1	101001234	Teacher	Sally	+	-

☐ Recalc for Changes

[Save](#) [Add](#)

12. In the Process Monitor, the Run Status will progress from *Queued* -> *Initialized* -> *Processing* to either *Success* or *No Success*. With a Run Status of *Success* or *No Success* the Details link will provide access to batch process log files when the Distribution Status changes to *Posted*.
13. Click the **Details** link to view the log files.

[Process List](#) [Server List](#)

View Process Request For

User ID: CTC_FUNCTIONAL Type: Last: 60 Days [Refresh](#)

Server: Name: Instance: to: Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First 1-28 of 28 Last

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	99533		Application Engine	CTC_FWL_CALC	CTC_FUNCTIONAL	08/17/2015 7:24:58AM PDT	No Success	Posted	Details
☐	98442		Application Engine	CTC_FWL_CALC	CTC_FUNCTIONAL	08/14/2015 12:05:14PM PDT	Success	Posted	Details

14. In the Process Details page click the **View Log/Trace** link in the Actions section at the bottom of the page.

Process Detail

Process	
Instance 98442	Type Application Engine
Name CTC_FWL_CALC	Description FWL Calculation Process
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID WA171	☐ Hold Request
Location Server	☐ Queue Request
Server PSUNIX	☐ Cancel Request
Recurrence	☒ Delete Request
	☐ Restart Request

Date/Time	Actions
Request Created On 08/14/2015 12:05:17PM PDT	Parameters Transfer
Run Anytime After 08/14/2015 12:05:14PM PDT	Message Log View Locks
Began Process At 08/14/2015 12:05:29PM PDT	Batch Timings
Ended Process At 08/14/2015 12:05:38PM PDT	View Log/Trace

OK Cancel

15. In the View Log/Trace page, click the FWL_Initial_Calculation_Process link.

View Log/Trace

Report	
Report ID: 32379	Process Instance: 98442 Message Log
Name: CTC_FWL_CALC	Process Type: Application Engine
Run Status: Success	
FWL Calculation Process	

Distribution Details	
Distribution Node: local	Expiration Date: 08/21/2015

File List		
Name	File Size (bytes)	Datetime Created
AE CTC FWL CALC 98442.log	597	08/14/2015 12:05:38.908510PM PDT
AE CTC FWL CALC 98442.trc	556,552	08/14/2015 12:05:38.908510PM PDT
FWL Initial Calculation Process 98442.log	1,445	08/14/2015 12:05:38.908510PM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	CTC_FUNCTIONAL

Return

16. The Empl IDs entered in the scheduling parameters will be displayed in the **Process/Interface Log**. If there were errors in attempting to calculate, the Empl ID will appear in the Calculation Error Log below the scheduling parameters. If the initialization was successful the Empl ID, Assignment Type and Contract Type will appear for each successfully initialized FWL Grid record.

```

*****
Process / Interface Log
*****
Process Instance   : 98442           Operator ID       : CTC_FUNCTIONAL
Process Name      : CTC_FWL_CALC    Run Date/Time    : 08/14/2015 12:05:29
*****
Run Control Parameter
*****
Run Control ID    (RUN_CNTL_ID)    : WA171
Academic Institution (INSTITUTION) : WA171
Term              (TERM)           : 2153
Recalculate       (CTC_FWL_RECALC) : N

Academic Institution (INSTITUTION) : WA171
Empl ID            (EMPLID)        : 101001234
*****
Calculation Error Log - (If program has faced any error during calculation)
*****
Initial Calculation Process is completed for below employee(s)
*****
Emplid: 101001234 - Assignment Type: R02 - Contract Type: R02
Emplid: 101001234 - Assignment Type: 02R - Contract Type: R02

```

- When finished reviewing the log file simply close the tab or window in your browser that contains the log file display to return to the **View Log/Trace** page, then click the **Return** button at the bottom of the page to return to the **Process Detail** page.

View Log/Trace

Report

Report ID: 32379 Process Instance: 98442 [Message Log](#)
Name: CTC_FWL_CALC Process Type: Application Engine
Run Status: Success
FWL Calculation Process

Distribution Details

Distribution Node: local Expiration Date: 08/21/2015

File List

Name	File Size (bytes)	Datetime Created
AE CTC_FWL_CALC_98442.log	597	08/14/2015 12:05:38.908510PM PDT
AE CTC_FWL_CALC_98442.trc	556,552	08/14/2015 12:05:38.908510PM PDT
FWL Initial Calculation Process_98442.log	1,445	08/14/2015 12:05:38.908510PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_FUNCTIONAL

Return

- At the **Process Detail** page click the **OK** button to return to the **Process Monitor** page.

Process Detail

Process

Instance 98442

Type Application Engine

Name CTC_FWL_CALC

Description FWL Calculation Process

Run Status Success

Distribution Status Posted

Run

Run Control ID WA171

Location Server

Server PSUNIX

Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Restart Request

Date/Time

Request Created On 08/14/2015 12:05:17PM PDT

Run Anytime After 08/14/2015 12:05:14PM PDT

Began Process At 08/14/2015 12:05:29PM PDT

Ended Process At 08/14/2015 12:05:38PM PDT

Actions

[Parameters](#)
[Transfer](#)

[Message Log](#)
[View Locks](#)

[Batch Timings](#)

[View Log/Trace](#)

OK

Cancel

19. Navigate to the Maintain Faculty Workload page to update the FWL Grid page, making sure to check the Correct History box on the Search page.

 If 2 rows were added to the Instructor Term Workload page, then 2 new rows will be added to the FWL Grid page. The class numbers are 5 digits starting with 99999 and incrementing down (99998, 99997, etc.).

Nothing will update to the Pay Line until the FWL Grid is updated with contract begin/end and hours. Note which row is associated to which Assignment Type on the Second Tab. Also, the Term Max Load Rate on the Fourth Tab for the Full Time load will be \$0.

HCM Data Page FWL Grid Calculation Results FWL Notes/Comments												
FWL Grid Details												
End View All First 1 of 5 Last												
Effective Date: 04/05/2016 Eff Seq: 4												
Faculty Workload Personalize Fast First 1 of 5 Last												
First Tab Second Tab Third Tab Fourth Tab Grid												
Class Nbr	Assignment Type	Load Factor Override	Load Factor	MonthLight Term %	FTE %	Total Term FTE %	Class Final Exam	Combined Sections	Associated Class	Empl Red Override	Empl Red Nbr	Department
1 4702	002	☐	100.0000	0.000	13.333	0.00	☐			☐	0	98732
2 4795	002	☐	100.0000	0.000	0.000	0.00	☐			☐	0	98732
3 4795	02F	☐	100.0000	0.000	0.000	0.00	☐			☐	0	98732
4 4799	02F	☒	70.0000	0.000	58.333	0.00	☐			☐	0	98732
5 5685	002	☐	100.0000	0.000	0.000	0.00	☐			☐	0	98732
5 5985	02F	☐	50.0000	0.000	5.556	0.00	☐			☐	0	98732
7 99998	02R	☐	0.0000	0.000	0.000	0.00	☐			☐	0	98732
8 99999	R02	☐	0.0000	0.000	0.000	0.00	☐			☐	0	98732

HCM Data Page

FWL Grid

Calculation Results

FWL Notes/Comments

FWL Grid Details

End | View All

First 1 of 5 Last

Effective Date: 04/05/2016

Eff Seq: 4

Faculty Workload

Personalize | Fast |

First 1 of 5 Last

First Tab | Second Tab | Third Tab | Fourth Tab | **Grid**

Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Meeting Start Time	Meeting End Time	Meeting Pattern	Facility ID	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 4702	☐	04/04/2016	☐	06/17/2016	10:30AM	12:30PM	W	SP0080209	04/15/2016	☐	0	0	17 0
2 4795	☐	04/04/2016	☐	06/17/2016	10:30AM	12:30PM	W	SP0080209	04/15/2016	☐	0	0	17 0
3 4796	☐	04/04/2016	☐	06/17/2016	8:30AM	10:30AM	MW	SP0080210	04/15/2016	☐	0	0	17 0
4 4799	☐	04/04/2016	☐	06/17/2016	9:30AM	4:00PM	MTWTF	SP900ARR	04/15/2016	☐	0	0	15 0
5 5685	☐	04/04/2016	☐	06/17/2016	10:30AM	12:30PM	M	SP0080209	04/15/2016	☐	0	0	17 0
5 5985	☐	04/04/2016	☐	06/17/2016	9:00AM	9:30AM	M	SP0080209	04/15/2016	☐	0	0	15 0
7 99998	☐		☐							☐	0	0	0 0
8 99999	☐		☐							☐	0	0	0 0

FWL Grid Details

End | View All First 1 of 5 Last

Effective Date: 04/05/2016 Eff Seq: 4

Faculty Workload

Personalize | First 1 of 5 Last

First Tab Second Tab Third Tab Fourth Tab Grid

Class Nbr	Fees Override	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Final Exam Fee	Excess Calc Rate	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 4702	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	6
2 4795	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	6
3 4795	☐	\$0.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	6
4 4799	☐	\$0.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	6
5 5685	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	6
6 5985	☐	\$0.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000	☐	\$0.000	\$0.00	☐	6
7 99998	☐	\$0.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	0	0.00	\$0.000	☐	\$0.000	\$0.00	☐	0
8 99999	☐	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	0	0.00	\$0.000	☐	\$0.000	\$0.00	☐	0

- On the Third Tab on the FWL Grid page, update the begin and end date by clicking the Start Date and End Date.
- Override checkboxes and entering the appropriate dates, making sure that the Correct History is turned on.

FWL Grid Details

Effective Date: 04/05/2016 Eff Seq: 4

Faculty Workload

Class Mbr	Start Date Override	Start Date	End Date Override	End Date	Meeting Start Time	Meeting End Time	Meeting Pattern	Faculty ID	Classroom Data	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 4702		04/04/2016		05/17/2016	10:30AM	12:30PM	W	SF0000209	04/15/2016	0	0	17	0
2 4795		04/04/2016		05/17/2016	10:30AM	12:30PM	W	SF0000209	04/15/2016	0	0	17	0
3 4796		04/04/2016		05/17/2016	8:30AM	10:30AM	MTWTF	SF0000210	04/15/2016	0	0	17	0
4 4799		04/04/2016		05/17/2016	9:30AM	4:00PM	MTWTF	SF9000RR	04/15/2016	0	0	15	0
5 5685		04/04/2016		05/17/2016	10:30AM	12:30PM	W	SF0000209	04/15/2016	0	0	17	0
6 5685		04/04/2016		05/17/2016	9:30AM	9:30AM	W	SF0000209	04/15/2016	0	0	15	0
7 99998		04/04/2016		05/17/2016						0	0	0	0
8 99999		04/04/2016		05/17/2016						0	0	0	0

22. On the Fourth Tab on the FWL Grid Page, enter the Contract Hours. This is the total number of hours associated to this contract for the term. Use the table at the end of this document to determine the correct number of hours to equate to the desired FTE%.
23. After entering data in all necessary fields click Save.

FWL Grid Details

Effective Date: 04/05/2016 Eff Seq: 4

Faculty Workload

Class Mbr	Term Max Load Rate	Per Credit	Flat Fee	Per Student Calc Amt	Per Student Calc %	Final Exam Fee	Excess Calc Rate	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1 4702	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000		\$0.000	\$0.00		6
2 4795	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000		\$0.000	\$0.00		6
3 4796	\$0.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000		\$0.000	\$0.00		6
4 4799	\$0.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000		\$0.000	\$0.00		6
5 5685	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000		\$0.000	\$0.00		6
6 5685	\$0.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000	11	0.00	\$0.000		\$0.000	\$0.00		6
7 99998	\$0.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000		37.58	\$0.000		\$0.000	\$0.00		0
8 99999	\$10187.000	\$0.000	\$0.00	\$0.000	0.000	\$0.00	\$0.000		17.42	\$0.000		\$0.000	\$0.00		0

24. Click the HCM Data Page tab and click Recalc All button.
25. View the FWL Calculation Results tab to view the contract calculation results.

Contract Type: R02 Release Time: HSES

Class Information

Empl Class	Assignment Type	Description	Faculty Override	Term Max Load Rate	Flat Fee	Term Contract Hours	FTE Base Term Contract Hrs	FTE %	Interim Pay Calculation	Total Additional Pay	Total Pay for Term	Empl Rate	Contracted Hours
1 FAC	R02	Release Time: HSES FT Load	N	\$0.000	\$0.00	0.00	165.00	22.776	0.000	\$0.000	\$0.00	0	37.58
2 FAC	R02	Release Time: HSES Moonlight	N	\$10187.000	\$0.00	0.00	165.00	10.550	0.000	\$0.000	\$1075.49	0	17.42

26. Review the HCM to CS Pay Line on the HCM Data Page to confirm the accuracy of the draft Pay Line.

CS to HCM Pay Line

Effective Date: 04/05/2016 Eff Seq: 0

First Second

Class Nbr	Empl Code	Subject	Catalog	Section Nbr	Pay Period	Department	Base Contract Hours	Rate %	Restricted Hours	Amount Per Payment	Out to Pay	Pay Rate	Pay Seq
1 99999	0		R02	F17	98732		0.00	10.558	2.90	\$179.25		04/25/2016	
2 99999	0		R02	F17	98732		0.00	10.558	2.90	\$179.25		05/10/2016	
3 99999	0		R02	F17	98732		0.00	10.558	2.90	\$179.25		05/25/2016	
4 99999	0		R02	F17	98732		0.00	10.558	2.90	\$179.25		06/10/2016	
5 99999	0		R02	F17	98732		0.00	10.558	2.90	\$179.25		06/24/2016	
6 99999	0		R02	F17	98732		0.00	10.558	2.92	\$179.24		07/11/2016	

27. Ensure that the Earn Code and Combo Code on the Second tab reflect the Moonlight (MLC) Assignment Type BEFORE generating the electronic contract for HR and Dean/Administrator approval.

CS to HCM Pay Line

Effective Date: 04/05/2016 Eff Seq: 0

First Second

Class Nbr	Empl Code	Seq No	Earnings Code	*Account Code	Split %	Split Amount	La
1 99999	0	1	MLC	000166347	0.000	0.000	04
2 99999	0	2	MLC	000166347	0.000	0.000	04
3 99999	0	3	MLC	000166347	0.000	0.000	04
4 99999	0	4	MLC	000166347	0.000	0.000	04
5 99999	0	5	MLC	000166347	0.000	0.000	04
6 99999	0	6	FTF	000189360	0.000	0.000	04

Look Up Earnings Code

Earnings Code: begins with

Description: begins with

Look Up Clear Cancel [Bas](#)

Search Results

View 100 First 1-6 of 6 Last

Earnings Code	Description
FTF	Full Time Faculty Contract
MLC	Moonlight Contract
MLC	Moonlight Contract
MLC	Moonlight Contract

28. Once the draft Pay Line is accurate and has the correct Earn Code and Combo Code the electronic contract can be generated.
29. Navigate to the FWL Contract Generation process and search for an existing Run Control, or add a new one. If new, enter the following:
- Academic Institution: Enter or use the lookup.
 - Term: Enter or use the lookup.
 - Empl ID: Enter the Empl ID for the instructor(s) to be recalculated.
 - Uncheck the All Contracts check box.
 - Contract Type: Enter or use the lookup.
 - Click SAVE.
 - Click Run.

FWL Contract-Generation

Run Control ID: CONGEN [Report Manager](#) [Process Monitor](#) Run

Contract-Generation Parameters

*Academic Institution: WA171 Spokane CC
 *Term: 2163 SPRING 2016

Employee			
Personalize	Find	First	Last
1 of 1			
Empl ID	Last Name	First Name	
1 101001234	Kendoll	Barbie	+ -

☐ All Contracts

Contract Type	
Personalize	Find
1 of 1	
Contract Type	Description
1 R02	Release Time: H&ES

30. At the Process Scheduler Request page, click OK.

Process Scheduler Request

User ID: CTC_FUNCTIONAL Run Control ID: CONGEN

Server Name: Run Date: 04/05/2016 (S)
 Recurrence: Run Time: 3:24:51PM Reset to Current Date/Time
 Time Zone: ?

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	Contract Generation-Regen	CTC_CNT_GEN	Application Engine	Web	TXT	Distribution

OK
Cancel

31. Once launched, the page returns to the Run Control. Click the Process Monitor link to monitor process run status and when complete, view details. Once process shows Success, use the link 'Go Back to FWL Contract Generation' to return to the Run Control page, or simply navigate back to the Maintain Faculty Workload page.

FWL Contract-Generation

Run Control ID:

CONGEN

[Report Manager](#)
[Process Monitor](#)

Run

Contract-Generation Parameters

*Academic Institution:

WA171

Spokane CC

*Term:

2163

SPRING 2016

Employee

[Personalize](#) | [Find](#) | |

First 1 of 1 Last

	Empl ID	Last Name	First Name		
1	101001939	Kendoll	Barbie	+	-

☐ All Contracts

Contract Type

[Personalize](#) | [Find](#) | |

First 1 of 1 Last

	Contract Type	Description		
1	R02	Release Time: H&ES	+	-

32. When the process completes, navigate back to the **Maintain Faculty Workload** page and view the electronic **Contract**.
33. To review the electronic **Contract** in the **Maintain Faculty Workload** page, in the **Contract Data Info** section, click the **View Contract** link.

34. Once in the contract, you may decide to add commentary to the contract highlighting which portion of the contract is payable and which portion is part of their regular load.

35. Click the **View Contract** link, enter the desired commentary in the **Comment** box.

Contract Information

Empl ID:	101001939	Kendall,Barbie E	Contract Type:	R02	Release Time: H&ES
Academic Institution:	WA171	Spokane Community College	Contract Number:	171216315	
Term:	2163	SPRING 2016	Contract Generation Date:	04/05/2016	
Address:	1810 N Greene Street . Spokane WA 99217		Contract Begin Date:	04/04/2016	
			Contract End Date:	06/17/2016	

Classes

Class Nbr	Course ID	Course Title	Contracted Hours	Time	Meeting Pattern	Location Code	Total Pay for Term	Earnings Code	FTE %
99998			37.58	-			\$0.00		22.778
99999			17.42	-			\$1075.49	MLC	10.558

Comment

This contract reflects the portion of your Release Time that is attributable to your regular Full-Time Load (22.227% FTE) and the payable portion of your Release Time that is attributable to Moonlight Pay (10.558% FTE).

Total Contract Amount:	1075.49	Contracted Hours:	55.00	Amount Per Payment:	\$179.25
Number Of Payments:	6	FTE %:	33.334		

Payment Date
04/25/2016
05/10/2016
05/25/2016
06/10/2016
06/24/2016
07/11/2016

Note: If commentary language is added, click the **SAVE** button at the bottom of the page, if not, simply click the **RETURN** button to return to the Maintain Faculty Workload page.

[Contract Audit History](#)

Date: 04/05/2016

Initials:

Return

Save

Approve

☒ Display

Rescind

36. Notify HR that the employee is ready to have their online contract reviewed for their approval by entering HCM in the **Notes/Comments** tab and clicking the **SAVE** button.

[HCM Data Page](#)
[FWL Grid](#)
[Calculation Results](#)
[FWL Notes/Comments](#)

FWL Notes/Comments

Find | View All First 1 of 1 Last

Effective Date: 04/05/2016 *Status: Active

SeqNum: 1

Comments: HCM

Last Updated by: Last Update Date/Time:

[Save](#)
[Return to Search](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

37. After HR reviews and approves the electronic Contract, notify the Dean/Administrator that they need to Approve the contract by navigating to the **Maintain Faculty Workload** page, following the **View Contract** link and clicking the **APPROVE** button.

[Contract Audit History](#)
Date: 04/05/2016
Initials:

[Return](#)
[Save](#)
[Approve](#)

☒ Display
[Rescind](#)

38. After the Dean/Administrator approves, the instructor must sign the electronic Contract by entering their initials.

FTE% to Hours Table

Target FTE%	Default FT BASE	Hours Entered in Contract Hours field on FWL Grid
33.333%	165	55.00
30.000%	165	49.50
26.667%	165	44.00
20.000%	165	33.00
16.667%	165	27.50
15.000%	165	24.75
13.333%	165	22.00
11.111%	165	18.33
10.000%	165	16.50
6.667%	165	11.00



Note: If you don't see your desired FTE% above, simply multiply 165 by the desired FTE% to get the necessary hours. For example $165 \times .05$ (5%) = 8.25 hours.

Background Formula

In order to understand the formula behind the Release Time contracts the screen shot below details the calculation that occurs. The college enters the Contracted Hours in the FWL Grid, which is divided by the FT Base (165) to generate the FTE % that displays on the contract, Pay Line and is pushed to HCM. The display FTE% has 3 decimal places. For the calculation of pay a second, 6 decimal percentage value is also generated. This ensures that when multiplying the FTE% against the Term Max Load Rate that no pennies are lost due to rounding, resulting in a more accurate Total Pay for Term. This Total Pay for Term is then divided by the number of payments to generate the amount to be paid per pay date on the Pay Line. The number of payments are determined by the begin and end date entered on the FWL Grid.

The screenshot displays two identical 'FWL Grid' interfaces for 'Employee Classification: FAC' and 'Faculty'. Each grid has a table with 6 columns: Seq Number, Column A, Operator, Column B, Equal To, and Result Column. The top grid shows a 4-row calculation: 1. Contracted Hours divided by F/T Base Term Contact Hrs to get FTE %; 2. Contracted Hours divided by F/T Base Term Contact Hrs to get Interim Percentage1; 3. Interim Percentage1 multiplied by Term Max Load Rate to get Total Pay for Term; 4. Total Pay for Term divided by # of PYMTS to get Total Pay Line. The bottom grid shows a 5-row calculation: 1. Contracted Hours divided by F/T Base Term Contact Hrs to get FTE %; 2. Contracted Hours divided by F/T Base Term Contact Hrs to get Interim Percentage1; 3. Interim Percentage1 multiplied by Term Max Load Rate to get Interim Pay calculation; 4. Interim Pay calculation added to F/T Fee to get Total Pay for Term; 5. Total Pay for Term divided by # of PYMTS to get Total Pay Line.

Seq Number	Column A	Operator	Column B	Equal To	Result Column
1	Contracted Hours	divide - operation	F/T Base Term Contact Hrs	=	FTE %
2	Contracted Hours	divide - operation	F/T Base Term Contact Hrs	=	Interim Percentage1
3	Interim Percentage1	multiply - operation	Term Max Load Rate	=	Total Pay for Term
4	Total Pay for Term	divide - operation	# of PYMTS	=	Total Pay Line

Seq Number	Column A	Operator	Column B	Equal To	Result Column
1	Contracted Hours	divide - operation	F/T Base Term Contact Hrs	=	FTE %
2	Contracted Hours	divide - operation	F/T Base Term Contact Hrs	=	Interim Percentage1
3	Interim Percentage1	multiply - operation	Term Max Load Rate	=	Interim Pay calculation
4	Interim Pay calculation	add - operation	F/T Fee	=	Total Pay for Term
5	Total Pay for Term	divide - operation	# of PYMTS	=	Total Pay Line

Reference Navigation

Main Menu → Curriculum Management → Instructor/Advisor Information → Instructor Term Workload

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Calculation Process

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Contract Generation

Processing Co-Op Contracts - SPOKANE ONLY

Purpose: Use this document as a reference for how to process Co-operative Education contracts at Community Colleges of Spokane.

Audience: Class Scheduling Staff

Navigation:

Main Menu → Curriculum Management → Schedule of Classes → Maintain Schedule of Classes

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Calculation Process

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Transaction → Maintain Faculty Workload

Main Menu → Curriculum Management → CTC Custom → Faculty Workload → Faculty Workload Processing → FWL Contract Generation

Overview

Calculating Cooperative Education (Co-Op) contracts (K01-K17, KF1) applies to both Co-Op Experiences (Clinical) and Co-Op Seminars (Lecture). At Community Colleges of Spokane instructor pay for Co-Op classes is based on the number of students enrolled, divided by the max of 60. For example, 10 students enrolled divided by 60 student max equates to 16.667% FTE. That FTE% is then multiplied against the standard Term Max Load Rate, the maximum amount an adjunct faculty could be paid if working 100% FTE. The resulting value is the amount of pay the instructor is eligible for. The Term Contact Hours of the contract is calculated by multiplying the FTE% by the total hours for workload category A (165 hours). The Load Factor in the Schedule of Class is not a factor in Co-Op pay.

Note: For Spokane the Assignment Type naming convention begins with 2 to 4 characters code that specify the division issuing the contract (noted by 'DDDD' in the example below) for Co-Op contracts the Assignment Type is followed by [C]. If a division has a contract calculation created to calculate Co-Op as part of regular Full Time load then an Assignment Type will be visible in Schedule of Class that is followed by [CO], for Co-Op - FTE Only.

'DDDD' [C] - Co-Op (payable)

'DDDD' [CO] - Co-Op (FTE Only)

Checklist Steps for Co-Op Contracts (Spokane Only)

- Confirm the instructor exists on the Instructor/Adviser Table for the institution with an Effective Date of 01/01/1901.
- [Add the Instructor to class in Schedule of Class](#) once, using the Co-Op Assignment Type, using the plus (+) symbol to add a new row if needed:
 - Ensure that the Empl Record Number is that of the correct job record.
 - If hired after Term start, use system default of 0 and override the Empl Rcd Nbr in the FWL Grid, adjusting start date and prorating Term Max Load Rate if needed.
 - Note: Load Factor is left at 100%, as it is not a factor in Co-Op calculations.
- Run [FWL Calculation Process](#) to Load the FWL Grid.
- Update FWL Grid-Tab 3 to enter the number of students enrolled.
- Click Save.
- Process a FWL Recalculation.
- Review and confirm Calculation Results tab.
- Review the Pay Line, if needed, update Earn Code and Combo Code.
- Run [FWL Contract Generation](#).
- Verify the online contract/appointment letter.
- Update Notes/Comments tab with HCM for HR review.
- Ensure Dean/Administrator approves the contract.
- Ensure instructor has gone into Faculty Center and signed the contract.

 **Note:** To confirm an instructor has a record on the Instructor/Adviser Table, refer to the Quick Reference Guide - [Adding and Instructor to the Instructor/Adviser Table](#).

Add Instructor Assignment in Schedule of Class

1. In **Schedule of Class**, use the search feature to open the Co-Op class and click on the **Meetings** tab.
2. In the **Instructors for Meeting Pattern** section, on the **Assignment** tab, enter the Empl ID of the instructor or use the Look Up to search by name.
3. Also on the **Assignment** tab, enter the Empl Rcd# or use the Look Up.
4. Click the **Workload** tab.

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 019633 Course Offering Nbr: 1
 Academic Institution: Spokane CC
 Term: SPRING 2016 Academic
 Subject Area: BAK Baking: Pro Pastries/Sp Cakes
 Catalog Nbr: 267 Coop Ed Exp

Class Sections Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 5742
 Class Section: 1 Component: Clinical Event ID:
 Associated Class: 1 Units: 6.00

Meeting Pattern Find | View All First 1 of 2 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 Topic ID: Free Format Topic:
☐ Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
1010000	War	Prim Ins	☒			7	

- On the **Workload** tab, in the **Assign Type** field, click the drop-down menu and select the appropriate Assignment Type value for your division with the [C] for Co-Op (unless processing for Full Time Faculty [FAC] at regular load [FTE Only] - then use [CO] Assignment Type if configured for your division).
- Load Factor can be ignored as it is not used in the calculation.
- Click **Save**.

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment **Workload**

ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
1010000	BHIT	☒	100.0000		☒	

Room Characteristics Personalize | Find | First 1 of 1 Last

*Room Characteristic	*Quantity
BHIT [C]	1

Note: Not sure how to run the FWL Calculation Process to load the FWL Grid? Refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

7. Click the HCM Data tab, click the Recalc All button.
8. At the 'Are you sure you want to Recalculate all the contracts?' message, click the Yes button.

[HCM Data Page](#) | [FWL Grid](#) | [Calculation Results](#) | [FWL Notes/Comments](#)

[Instructions](#)

Header Data

Empl ID: 1010000 Institution: WA171 Spokane CC Term: 2163 SPRING 2016
 First Name: Stu Last Name: We Phone: 509/500-1234
 Email ID: @NE.EDU

HCM Data Information

HCM Position Job Summary Personalize | Find | First 1-5 of 5 Last

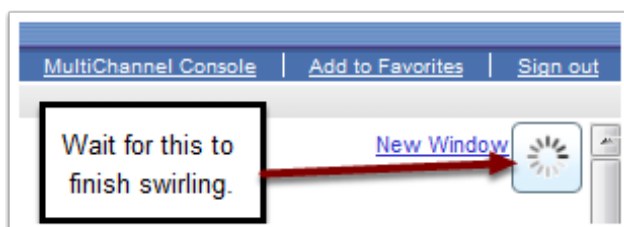
Position Number	Empl Class	Empl Rcd #	Empl Rcd # Descr	HR Status	Payroll Status	Job Code	Company	Business Unit	Department	Salary Grade	Step	View Job Data
1	FAC	3	Secondary	Active	Active	960000	170	HR171	98736	FTF	11	View Job Data
2	FAC	6	Secondary	Active	Active	960000	170	HR171	98736	FTF	11	View Job Data
3	PTF	1	Secondary	Active	Active	440003	170	HR171	98736		0	View Job Data
4	PTF	2	Secondary	Active	Active	440000	170	HR171	98736		0	View Job Data
5 00002105	FAC	0	Primary	Active	Active	220229	170	HR171	98736	FTF	11	View Job Data

Recalc All

Message

Are you sure you want to Recalculate all the contracts? (25000,313)

9. The system wait icon will appear in the upper, right hand corner of the screen.



10. When the calculation is complete the screen will refresh and display a draft Pay Line and updated Calculation Results.

CS to HCM Pay Line

Effective Date: 07/25/2016 Eff Seq: 2

Find | View All First 1 of 1

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contact Hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Smt
1 5742	0	BAK	267	K01	F17	98736	4.58	16.667	0.00	\$282.97	☐	05/25/2016	☐ + -
2 5742	0	BAK	267	K01	F17	98736	4.58	16.667	0.00	\$282.97	☐	05/10/2016	☐ + -
3 5742	0	BAK	267	K01	F17	98736	4.58	16.667	0.00	\$282.97	☐	06/10/2016	☐ + -
4 5742	0	BAK	267	K01	F17	98736	4.58	16.667	0.00	\$282.97	☐	06/24/2016	☐ + -
5 5742	0	BAK	267	K01	F17	98736	4.60	16.667	0.00	\$282.98	☐	07/11/2016	☐ + -
6 5742	0	BAK	267	K01	F17	98736	4.58	16.667	0.00	\$282.97	☐	04/25/2016	☐ + -

11. Click the Calculation Results tab. Verify the results (FTE%, Pay, Term Contact Hours) are accurate for the student count.

Contract Type: K01 Co-Op: Bus. Hosp. & IT

Class Information

Class	Class	Empl Rcd#	Subject	Class Code	Assign Type	Detail Overrides	Term Max Load Rate	Unit Price	Description	Student Count	Co-Op Max Unit Hours	FTE %	Term Contact Hours	Weekly Contract Hours	P/T Rate	Term Contract Hours	Total Pay Per Smt
1 5742	FAC	0	BAK	Clerical	K01	N	\$10187.000	\$0.00	Co-Op: Bus. Hosp. & IT	10		16.667	27.50	18.00	18.00	165.00	\$1697.83

12. If Calculation Results are accurate, click on the HCM Data tab, and verify/update the Pay Line Earnings Code and Account Code (combo code) on the Second tab.

CS to HCM Pay Line

Effective Date: 07/25/2016 Eff Seq: 2

Find | View All First 1 of 1

Look Up Earnings Code

Earnings Code: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

Earnings Code	Description
FTF	Full Time Faculty Contract
MLC	Moonlight Contract

CS to HCM Pay Line

Effective Date: 07/25/2016 Eff Seq: 2

Find | View All First 1 of 1

Look Up Account Code

Combination Code: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

Combination Code	Description
000165414	Full Time Faculty Contract
000185950	Moonlight Contract

2. (optional) Add any comments you deem necessary to communicate information for this specific contract to the instructor.
 - If comments added, click **Save** then **Return**.
 - If no comments added, click **Return** to exit the contract view and return to the FWL page.

Contract Information

Empl ID:	101000000	Contract Type:	K01 Co-Op. Bus. Hosp. & IT
Academic Institution:	WA171 Spokane Community College	Contract Number:	1712163978
Term:	2193 SPRING 2016	Contract Generation Date:	07/25/2016
Address:	1810 N Greene Street Spokane WA 99217	Contract Begin Date:	04/04/2016
		Contract End Date:	06/17/2016

Classes

Class No	Course ID	Course Title	Contracted Hours	Time	Meeting Pattern	Location Code	Total Pay for Term	Earnings Code	FTE %
5742	019633	Coop Ed Exp	27.50	-			\$1597.83	FTF	16.667

Comment

Total Contract Amount: 1597.83 Hours: 27.50 Amount Per Payment: \$282.97
 Number Of Payments: 6 FTE %: 16.667

Payment Date
04/25/2016
05/10/2016
05/25/2016
06/10/2016
06/24/2016
07/11/2016

Disclaimer

NOTE: The above pay dates will be met provided all required paperwork is received in the Human Resources Office no later than 10 working days prior to the first pay date listed on the contract.

[Contract Audit History](#) Date: 07/25/2016 Initials:

Return **Save** **Approve**

☒ Display **Rescind**

Add Note for HR Review

1. After the contract is verified and any comments have been added, click the **FWL Notes/Comments** tab to update the notes with **HCM** in the first three positions. This will cause this contract to appear on the report run by HR noting which contracts area ready for HR review. If entries already exist on this page, click the Plus (+) symbol to add a new Sequence Number to enter a fresh comment.
2. Click **Save**.

HCN Data Page | FWL Grid | Calculation Results | **FWL Notes/Comments**

FWL Notes/Comments

Find | View All | First 1 of 1 | Last

Effective Date: 04/12/2016 *Status: Active

Find | View All | First 2 of 2 | Last

SeqNum: 2

Comments: HCM

Last Updated by: Last Update Date/Time:

Save | Return to Search | Update/Display | Include History | Correct History

3. Ensure Dean/Administrator approves the contract.
4. Ensure instructor has gone into Faculty Center and signed the contract.

FWL Configuration

Adding a Subject or Component to an Existing FWL Contract Configuration

Purpose: Use this document as a reference for how to add a subject or component to an existing FWL contract configuration.

Audience: HR\Payroll Staff

Navigation:

Main Menu → Set Up SACR → Product Related → Student Records → Curriculum Management → CTC Custom → Faculty Workload → FWL Calculation Configuration → FWL Configuration Calculation

1. Navigate to the FWL Calculation Config page.
2. In the Search Criteria enter the following:
 - **Academic Institution:** Enter the institution code (e.g. WA171) or use the Look Up.
 - **Term:** Enter the Term to be '*copied from*' (e.g. 2173) or use the Look Up.
3. Click Search.

Favorites Main Menu > Set Up SACR > Product Related > Student Records > Curriculum Management > CTC Custom

FWL Calculation Configuration

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Academic Institution: begins with WA171

Term: begins with 2173

Contract Type: begins with

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

4. Click Search to view all contract in the returned Search Results.
5. Select the contract to be changed.

FWL Calculation Configuration

Enter any information you have and click Search. Leave fields blank if you are not sure.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Academic Institution: begins with
 Term: begins with
 Contract Type: begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-100 of 138 Last

Academic Institution	Term	Contract Type
WA171	2173	02F
WA171	2173	02K
WA171	2173	02L
WA171	2173	12M
WA171	2173	15U
WA171	2173	A01
WA171	2173	A02
WA171	2173	A03

6. Use the Plus selection to add the new subject to the contract.



Calculation Configuration

Formula Configuration

Institution: WA171 Spokane CC Term: 2173 SPRING 2017 Contract Type: Q13 Adjunct: Rural Prg [I-Best]

[Populate Defaults](#)

Calculation Configuration

	*Empl Class	Subject	Course Component	*Assignment Type	Description	F/T Base Term Contact Hrs	Weeks in Term		
1	PTF	BT	LEC	Q13	RP [IB] - I-Best	275.00	11	+	-
2	PTF	BUS	LEC	Q13	RP [IB] - I-Best	275.00	11	+	-
3	PTF	CATT	LEC	Q13	RP [IB] - I-Best	275.00	11	+	-
4	PTF	EMS	LEC	Q13	RP [IB] - I-Best	165.00	11	+	-
5	PTF	FILM	LEC	Q13	RP [IB] - I-Best	165.00	11	+	-
6	PTF	HUM	LAB	Q13	RP [IB] - I-Best	275.00	11	+	-
7	PTF	HUM	LEC	Q13	RP [IB] - I-Best	275.00	11	+	-
8	PTF	MMGT	CLN	Q13	RP [IB] - I-Best	165.00	11	+	-
9	PTF	MMGT	LEC	Q13	RP [IB] - I-Best	275.00	11	+	-
10						0.00	0	+	-

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

[Add](#) [Update/Display](#)

7. Click Save.

Copy Calculation Configuration to Next Term

Purpose: Use this document as a reference for how to roll forward the FWL Contract Type configurations from the current term to the next term.

Audience: HR\Payroll Staff

Navigation:

Main Menu → Set Up SACR → Product Related → Student Records → Curriculum Management → CTC Custom → Faculty Workload → FWL Calculation Configuration → Copy Configuration Calculation

Main Menu → Set Up SACR → Product Related → Student Records → Curriculum Management → CTC Custom → Faculty Workload → FWL Calculation Configuration → FWL Configuration Calculation

 Each new term will require colleges to 'roll forward' the FWL calculation configurations to the next term. Since there can be significant changes to the pay methodology or classes associated with a specific pay methodology, the FWL Calculation Configurations are term specific. The process is to 'copy' the prior term's configuration to the next term and make any necessary changes to the new term's formula or selection criteria before beginning calculation of pay for the next term.

1. Navigate to the FWL Copy Calculation Config page.
2. In the Search Criteria enter the following:
 - **Academic Institution:** Enter the institution code (e.g. WA171) or use the Look Up.
 - **Term:** Enter the Term to be '*copied from*' (e.g. 2173) or use the Look Up.
3. Click Search.

FWL Copy Calculation Config

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: 

Term: 

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

4. In the Copy To section enter the following:
 - Academic Institution: Enter the institution code (e.g. WA171) or use the Look Up.
 - Term: Enter the Term to be 'copied to' (e.g. 2173) or use the Look Up.
5. Click Copy Data.

Copy Configuration Calculation

Academic Institution: WA171 Spokane CC

Term: 2173 SPRING 2017

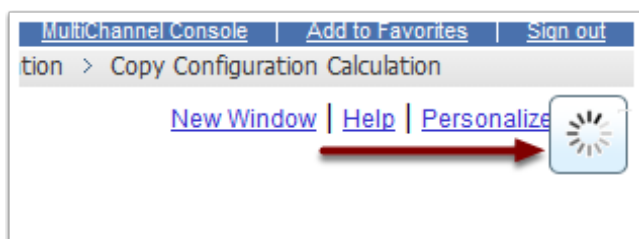
Copy To [Find](#) | [View All](#) [First](#)  **1 of 1**  [Last](#)

*Academic Institution:  Spokane CC

*Term: 

Copy Data

6. The system wait icon will appear in the upper, right hand corner of the screen. When the copy process is complete, the icon will disappear.



7. When the copy process is complete, navigate to the FWL Calculation Configuration page to confirm the copy process completion.
8. The system will carry forward the 'Copy From' values of Institution (e.g. WA171) and Term (e.g. 2173), update the Term to the 'Copy To' value (e.g. 2175).

9. Click Search to view all contract types copied forward in the returned Search Results.

FWL Calculation Configuration
Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

Add a New Value

▼ Search Criteria

Academic Institution:

begins with ▼

WA171

🔍

Term:

begins with ▼

2175

🔍

Contract Type:

begins with ▼

🔍

Search

Clear

Basic Search

📄 Save Search Criteria

Search Results

View All

First

1-100 of 138

Last

Academic Institution	Term	Contract Type
WA171	2175	02F
WA171	2175	02K
WA171	2175	02L
WA171	2175	12M
WA171	2175	15U
WA171	2175	A01
WA171	2175	A02
WA171	2175	A03
WA171	2175	A04

10. If any changes are needed to the either the selection criteria or formula for the next term's contracts, now if the best time to make them before the contracts begin to be used.

Contract Types Configuration

Purpose: Use this document as a reference for understanding how to establish the new and cloned pages needed for general configuration before you can begin processing anything related to Faculty Workload User Experience.

Audience: Class Scheduling Staff, HR\Payroll Staff

Navigation: Main Menu > Set Up SACR > Product Related > Student Records > Curriculum Management > CTC Custom > Faculty Workload > FWL Setup > FWL Contract Type

! In order to associate a Calculation Configuration to a specific type of contract you must first establish a Contract Type. This Contract Type will then be entered into the Calculation Configuration page, and will appear in the HCM Data Contract Info section of the FWL Experience page.

1. Navigate to the FWL Contract Type page.
2. In the Search Criteria enter the following:
 - **Academic Institution:** Enter the institution code (e.g. WA171) or use the Look Up.
 - **Contract Type:** Enter the Contract Type (e.g. LEC) or use the Look Up.
3. Click Search.

Favorites | Main Menu > Set Up SACR > Product Related > Student Records > Curriculum Management > CTC Custom > Faculty Workload > FWL Setup > FWL Contract Type

FWL Contract Type

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Academic Institution: begins with

Contract Type: begins with

☐ Include History ☐ Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

i Colleges will have configured for them the naming convention for each contract type. These Contract Type codes will then be referenced in the FWL Calculation

Configuration and drive the population of the Contract Type field in the HCM Contract Info grid.

Contract Type Tab: This page would define The Calculation Configuration, Formula, Speed Keys and Calc Result Page Layout.

4. Enter Effective Date
5. Enter Status
6. Enter Description
7. Enter Short Description
8. Check Non-Instructional
9. Check Visible for Speed Keys
10. Check Include Eligibility

Contract Type Setup | Field Configuration | Contract Clause

Institution: WA171 Spokane CC Contract Type: CN1

Contract type End | View All First 1 of 1 Last

*Effective Date: 1 01/01/1901 *Status: Active 2

*Description: CE Adj Special Assgmt [1st] 3

*Short Description: 4 CE Spec A1

☒ Non-Instructional ☒ Visible for Speed Keys ☐ Include Eligibility

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

Contract Type Setup | Field Configuration | Contract Clause

- i Non Instructional:** (Special Assignment) will be selected for a non-teaching load to any instructor, example :(Advising, Meeting, Department Chair, Stipend, Special Project, Librarian, Counselors etc....)

Favorites | Main Menu > Set Up SACR > Product Related > Student Records > Curriculum Management > CTC Custom > Faculty Workload > FWL Setup > FWL Contract Type

Contract Type Setup | Field Configuration | Contract Clause

Institution: WA171 Spokane CC Contract Type: CN1

Contract Type Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description: CE Adj Special Assngmnt [1st]

*Short Description: CE Spec A1 ☒ Non-Instructional ☒ Visible for Speed Keys ☐ Include Eligibility

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

[Contract Type Setup](#) | [Field Configuration](#) | [Contract Clause](#)

Visible for Speed Key: If selected, then it's going to be a required field for respective contract.

Favorites | Main Menu > Set Up SACR > Product Related > Student Records > Curriculum Management > CTC Custom > Faculty Workload >

Contract Type Setup | Field Configuration | Contract Clause

Institution: WA171 Spokane CC Contract Type: F12

Contract Type Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description: FTE Only: Corrections

*Short Description: FAC:CORR ☐ Non-Instructional ☒ Visible for Speed Keys ☒ Include Eligibility

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

[Contract Type Setup](#) | [Field Configuration](#) | [Contract Clause](#)

Include Eligibility: If selected if the contract will be included toward benefits eligibility roll up FTE calculation. By in selecting the box the contract will not be included in the roll up FTE for the individual.

Contract Type Setup | Field Configuration | Contract Clause

Institution: WA171 Spokane CC

Contract Type: F12

Contract Type		Find View All	First	1 of 1	Last
*Effective Date:	01/01/1901	*Status:	Active		
*Description:	FTE Only: Corrections				
*Short Description:	FAC:CORR	☐ Non-Instructional	☒ Visible for Speed Keys	☒ Include Eligibility	

[Contract Type Setup](#) | [Field Configuration](#) | [Contract Clause](#)

Field Configuration Tab: This page will dynamically create a layout for Calculation configuration, Formula Configuration, Speed Keys and Calc Result Page per contract.

! Certain FWL contract types can be excluded from generating FTE on the benefit eligibility page by modifying the configuration in FWL to 'exclude' a specific contract type from having the FTE added to the total FTE value on this page. Calculated contract types would be impacted (trigger recalculation) if checking the box after contracts have been calculated.

Institution: WA171 Spokane CC Contract Type: CN1

Field Configuration for Calculation					
Find View All First 1 of 1 Last					
Effective Date: 01/01/1901 Status: Active					
Description: CE Adj Special Assngmnt [1st]					
Field Name	Use in Calculation Configuration	Use in Formula	Use in Speed keys	Use in Calc Result Page	Interim Decimal Length
1 Assignment Type	☒	☐	☐	☒	
2 Class Nbr	☐	☐	☐	☒	
3 Actual Contract Rate	☐	☒	☐	☒	
4 Category	☐	☐	☐	☐	
5 Subject Comp Multiplier	☐	☐	☐	☐	
6 Co-op Max Std Enrolled	☐	☐	☐	☐	
7 Enrolled Student Threshold	☐	☐	☐	☐	
8 Excess Calc Rate	☐	☐	☐	☐	
9 Fees Override	☐	☐	☐	☒	
10 Flat Fee	☐	☒	☐	☒	
11 FTE %	☐	☒	☐	☒	
12 F/T Base Term Contact Hrs	☒	☒	☐	☒	
13 Contracted Hours	☐	☒	☐	☒	
14 Employee Classification	☒	☐	☒	☒	
15 Final Exam Fee	☐	☐	☐	☐	
16 MoonLight Term %	☐	☐	☐	☐	
17 Weekly Contact Hours	☐	☐	☐	☐	



Contract Clause Tab: This page will dynamically create a layout in the Contract Template per contract.

Institution: WA171 Spokane CC Contract Type: CN1

Contract Type		Find View All First 1 of 1 Last		
Effective Date:	01/01/1901	Status: Active		
Description:	CE Adj Special Assngmnt [1st]			
Contract Clause				
Find View All First 1 of 1 Last				
*Contract Clause:	ALL			
*Description:	CCS Contract Language			
Short Description:	CCS Contra			
Long Description:	CCS Contract Language			
*Comment:	NOTE: The above pay dates will be met provided all required paperwork is received in the Human Resources Office no later than 10 working days prior to the first pay date listed on the contract. In addition to the conditions stipulated on the Adjunct Academic Employee Contract, and the Master Contract between the Community Colleges of Spokane Board of Trustees and the CCS Association for Higher Education, below are further conditions of this appointment. This contract shall continue to be in force and in effect only as long as sufficient funds are available as determined by CCS and to the extent			

Click Save.

Web Ex Recording 9/19/16

Video - Faculty Work Load Business Process Training Web Ex Recording 9/19/16

Click [HERE](#) for Web Ex Recording