

quick tips

SPLITTING A TEACHING ASSIGNMENT

Between different pay types
Between different account codes

Between different pay types

An instructor can have a split assignment (two different pay types).

- Insert faculty EMPLID. Click on Detail to access instructor detail panel. Enter the first pay type and then press the **+**. Enter the second pay type and save.

Example: Instructor with a split assignment (50% CRC & 50% OVL).

Pay Hours, 66.00
Actual:
Program Code: 05020

*Assignment Type	*Start Date	*End Date	*Job Code	*Assignment %	Instructor Hrs per Assignment	% of FTE	Account Code	Comment	*Effective Date	*Stat
1 CRC	01/22/2008	05/23/2008	020013	50.0000	33.00	13.3340			06/14/2007	A
2 OVL	01/22/2008	05/23/2008	020011	50.0000	33.00	13.3330	k1353003571000502		03/19/2007	A

Save Return to Search Update/Display

Between different account codes

An instructor can have a split assignment with the same pay type but with different account codes. This happens when an instructor is to be paid out of two or more different accounts. However, two of the same assignment types cannot appear on the same instructor detail panel. This unique situation calls for a second instructor detail panel and should be handled as follows to prevent serious payroll errors:

- Insert faculty EMPLID. Click on Detail to access instructor detail panel. Please note the hours on the front panel match the hours to be paid with this first assignment.

Meeting Pattern Find | View All First 1 of 2 Last

Pat Nbr 1

Facility ID P-9 Capacity 40 Pat TTH Mtg Start 1:00PM Mtg End 2:50PM M T W T F S S *Start/End Date 08/23/2010 12/18/2010

P Building 9 Topic ID: Free Format Topic:

TTL HRS/TBA Print Topic On Transcript

Instructors For Meeting Pattern Customize | Find | First 1 of 1 Last

Assignment	Workload					
ID	Name	*Instructor Role	Print	Access	Contact Hours	Detail
	Cowper, David D	Prim In:	<input checked="" type="checkbox"/>	Grade	32.00	Detail

- Tot Class Hrs is the total hours of the class (64 hours). Enter the first pay type, the assignment percentage, the number of hours assigned to this account code, FTE and account code. Save and close.

- You are now back on the Meetings panel. Press the **+** to create a second meeting pattern. **Note:** If a second meeting pattern already exists, you do not need to create another. Go directly to the second panel.

- In the Free Format Topic area, type 2nd. No capital letters. Do not touch anything else in the Meeting Pattern section.
- 2nd meeting pattern
- Insert faculty EMPLID. Click on detail to access instructor detail panel. Please note the hours on the front panel match the hours to be paid with this assignment. The Instructor Role is “Sec Ins”.

- **Tot Class Hrs** is the total hours of the class (64 hours). Enter the pay type, the assignment percentage, the number of hours assigned to this account code, FTE and account code.