

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).

Tot Class Hrs: 30.00
Program Code: 09480

Assignment Type	*Start Date	*End Date	*Job Code	*Assignment %	Instructor Hrs per Assignment	% of FTE	Combination Code	Comment	*Effective Date	*Status
1 CRC	01/22/2013	05/24/2013	020005	50.0000	15.00	5.5550			03/16/2012	A
2 OVL	01/22/2013	05/24/2013	020011	50.0000	15.00	5.5550	A13530033820009480		03/16/2012	A

Save Return to Search Notify Update/Display Include History

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 Capacity Pat Mtg Start Mtg End *Start/End Date
ESC-105 49 TTH 10:15AM 12:35PM 08/20/2012 12/15/2012

Escondido 105 Topic ID: Free Format Topic:
TTL HRS/TBA Print Topic On Transcript


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

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact Hours	Detail
			Del Rio, Leticia	Prim In:		Grade	15.90	Detail


- Tot Class Hrs is the total hours of the class (79.50 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.

Assignment Type	*Start Date	*End Date	*Job Code	*Assignment %	Instructor Hrs per Assignment	% of FTE	Combination Code	Comment	*Effective Date	*Status
1 H	08/20/2012	12/15/2012	100000	20.0000	15.90	6.6660	A13310032690011050	Rplc AT	03/22/2012	A

Save Return to Search Notify Update/Display Include History

- 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.

Meeting Pattern Find | View All First 1 of 2 Last

Pat Nbr 2 

Facility ID Capacity Pat Mtg Start Mtg End *Start/End Date
 08/20/2012 12/15/2012

Topic ID: Free Format 2nd
 Topic: Print Topic On Transcript


TTL HRS/TBA

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

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact Hours	Detail
			Del Rio, Leticia	Sec Ins	<input type="checkbox"/>	None	63.60	Detail + -

- 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” and the print off.

Meeting Pattern Find | View All First 2 of 2 Last

Pat Nbr 2 

Facility ID Capacity Pat Mtg Start Mtg End *Start/End Date
 08/20/2012 12/15/2012

Topic ID: Free Format 2nd
 Topic: Print Topic On Transcript

TTL HRS/TBA

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

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact Hours	Detail
			Del Rio, Leticia	Sec Ins	<input type="checkbox"/>	None	63.60	Detail + -

- **Tot Class Hrs** is the total hours of the class (79.50 hours). Enter the pay type, the assignment percentage, the number of hours assigned to this account code, FTE and account code.

Assignment Type	*Start Date	*End Date	*Job Code	*Assignment %	Instructor Hrs per Assignment	% of FTE	Combination Code	Comment	*Effective Date	*Status
1 H	08/20/2012	12/15/2012	100000	80.0000	63.60	26.6670	A13310032690011050	Rplc AT	07/09/2012	A

Save Return to Search Notify Update/Display Include History