

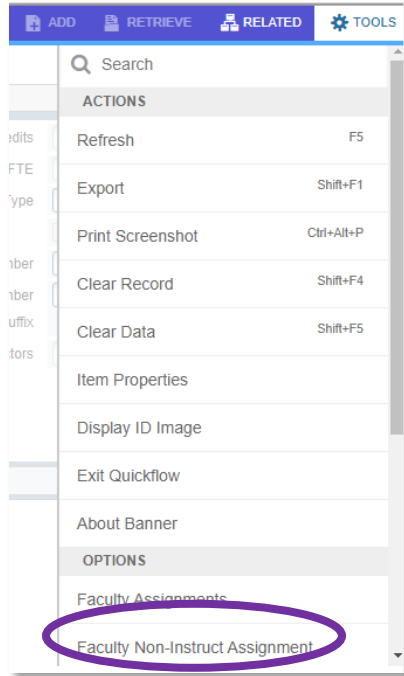
The process for the Summer is the same as during the Academic Year. The only difference is that the maximum limit is 10 ESH for both Summer sessions combined.

1. Enter ESH workload in **SIAASGN** in Banner.

2. If they are teaching classes, enter below info on first screen in **SIAASGN**:
 - Enter CRN
 - Enter Contract Type of PT (or PS for Exempt Staff with an additional PTF job).
 - If prorated ESH make sure you add it in the Override Workload field and that it reflects the correct ESH they should be paid for in the calculated workload field.

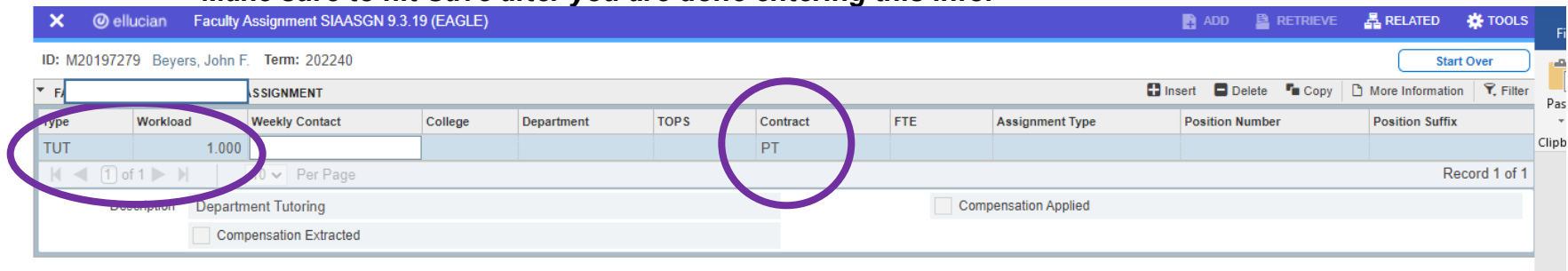
The screenshot shows the Banner Faculty Assignment SIAASGN 9.3.19 (EAGLE) interface. The CRN field is circled in purple and contains the value 43381. The Contract Type field is also circled in purple and contains the value PT. Other fields include Session 01, Subject MATH, Course 181, Section ZGA, Session Credit 4.000, Institutional Credit 4.000, Percentage of * 100, Workload 5.000, Calculated Workload 5.000, Assignment Type, Percent * 100, Responsibility, Weekly Contact 0, Total Contact 0, Generated Credits 100.000, FTE, Position Number, and Suffix.

3. If they are not teaching classes > Go to **Tools > Faculty Non-Instruct Assignment**.



4. Here you will enter:

- Non-Instructional Type
- Workload
- Contract type of PT
- ***Make sure to hit Save after you are done entering this info.***



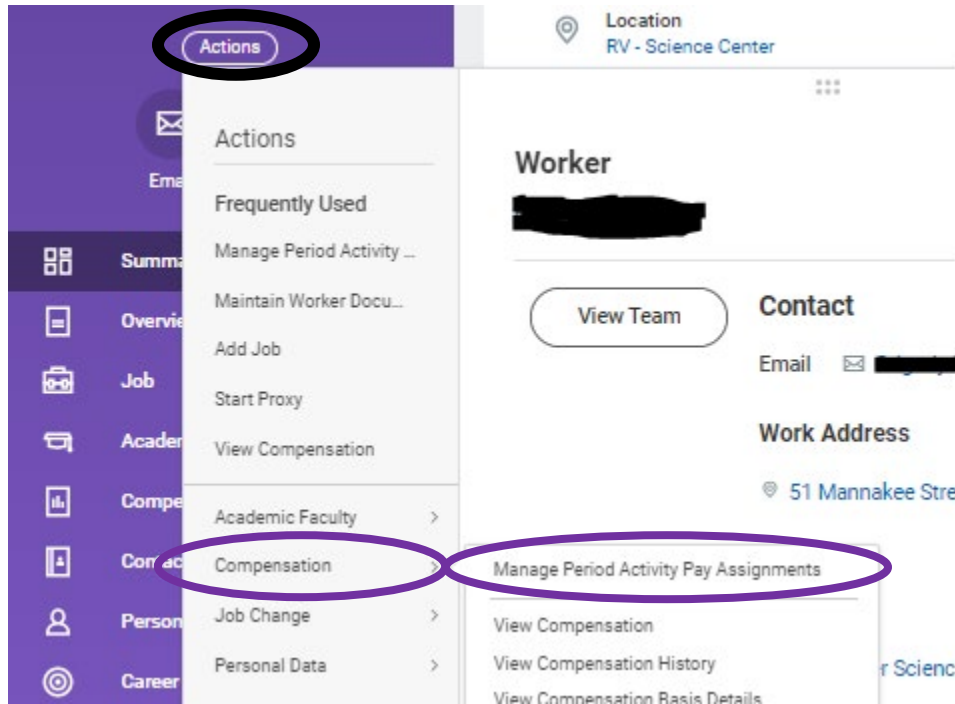
5. Click on **More Information** to enter accounting info.

The screenshot shows the Banner SIAASGN 9.3.19 (EAGLE) interface. At the top, the browser tab is 'ellucian Faculty Assignment SIAASGN 9.3.19 (EAGLE)'. The main window displays a 'FACULTY NON-INSTRUCTIONAL ASSIGNMENT' table. The table has columns for Type, Workload, Weekly Contact, College, Department, TOPS, Contract, FTE, Assignment Type, Position Number, and Position Suffix. The first row shows 'TUT' in the Type column and '1.000' in the Workload column. The Contract column shows 'PT'. A purple oval highlights the 'TUT' and 'PT' cells. Below the table, there are checkboxes for 'Compensation Applied' and 'Compensation Extracted'. A 'Supplemental Data SIAASGN 9.3.19 (EAGLE)' pop-up window is open, showing a table with columns for 'Required' and 'Comment'. The table has rows for Description, Fund Code *, Orgn Code *, Account Code *, Program Code *, and Activity Code. A purple oval highlights the entire pop-up window. The pop-up window also has a 'Per Page' dropdown set to 10 and shows 'Record 1 of 6'.

You are now done with Banner!

6. Now go to Workday to enter the period activity pay.

7. Type in Faculty Name in Workday and go to **Actions > Compensation > Manage Period Activity Pay.**





8. Enter below in first screen for PAP
- Effective date you can leave as today's date
 - Academic period – Should be 202240
 - Period Activity Matrix – Will default in to their rank

Employee Selection

Effective Date * 05/09/2022 

Employee *   

Assignment Details

Academic Period *  202240 - Summer I 2022
(05/31/2022-08/19/2022) 

Period Activity Rate Matrix *  PTF - Adjunct II 

9. Enter PAP details

- I would start with pulling up Banner on a second screen and pull up SIAASGN.
- The professor we are using for this example has 2 classes (that will equal max for Summer 10 ESH).
 - CRN 43381 5 ESH
 - CRN 47518 5 ESH
- Look which part of term the CRN is in on SSASECT (this will tell you what dates to use for the period activity pay).
 - *For Non-Instructional ESH you will use default dates from memo for Summer Session 1 5/31-7/10.*
- Looking at the first one CRN 43381 is in part of term 1 5/31/22-7/10/22

Summer Workload and Pay for Part-time Faculty Banner and Workday PAP Job Aid for Academic Aides

✕ @ ellucian Schedule SSASECT 9.3.23 (EAGLE)

Term: 202240 CRN: 43381 Subject: MATH Course: 181 Title: CALCULUS I

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

▼ COURSE SECTION INFORMATION

Subject	MATH ... MATH-MATHEMATICS	Campus *	D ... Distance Learning
Course Number	181 ...	Status *	A ... Active
Title	CALCULUS I	Schedule Type	L ... Lecture
Section *	ZGA ...	Instructional Method	...
Cross List	...	Integration Partner	QIW ... Online (Blackboard)

▼ CLASS TYPE

Traditional Class

Part of Term	1 ...	05/31/2022	07/10/2022	5
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Open Learning Class

- In Workday:
 - Reason – Add Activity Pay – New Assignment
 - Activity – For Part-time faculty one of these 2:
 - PTFPAY for instructional
 - or
 - Non-Instructional Activity – PTF

← PTFPAY - Part-time Faculty Pay - Part-time Faculty Pay

Non-Instructional Activity - PTF

PTFPAY - Part-time Faculty Pay

- Task – Type in 202240-(CRN#) no dashes and the class will populate
- Comment is optional

Rate Matrix PTF - Adjunct II

Reason

* Period Activity > Add Activity Pay > New Assignment


1 item

+	*Activity	*A
	<p>Activity *</p> <p><input type="checkbox"/> PTFPAY - Part-time Faculty Pay</p> <p>Instructional Activity</p> <p><input checked="" type="checkbox"/></p> <p>Task</p> <p><input type="checkbox"/> 202240-43381 - 202240-43381 MATH-181</p> <p>Comment</p>	<p>S</p> <p>E</p> <p>U</p> <p>W</p> <p>5.</p>


- Next Column – Activity Dates (use dates from SSASECT in Banner). Unless it is non-instructional ESH then use dates from memo.
- Make sure use as payment date range is checked off.

*Activity Dates

Start Date *

05/31/2022 

End Date *

07/10/2022 

Use as Payment Date Range

- Next column – Reportable Hours – Use Weekly Service Hours Tool Formula to get these hours. From Spreadsheet:

Weekly Service Hours Tool Formula			
	Input: ESH and # of Weeks		Output: Weekly Service Hours
	ESH	# of weeks	Work hours per week
<i>Example</i>	3	7	14.46
Enter:	5	5	33.75
	↑ Enter total ESH ↑	↑ Enter total # of weeks ↑	↑ Enter in PAP in Workday ↑

Reportable Hours *
<input checked="" type="radio"/> Work Hours Per Week <input type="text" value="33.75"/>
<input type="radio"/> Work Hours Per Activity Period <input type="text" value="0"/>
<input type="radio"/> None of the above
Weekly Service Hours <input type="text" value="33.75"/>
Suggested Weekly Service Hours

- Next Column – Units
 - Quantity is ESH amount they are being paid for.
 - Assigned unit rate – Will default in based on their rank

*Units

Unit Type

Workload (ESH)

Quantity *

5

Default Quantity

1

Assigned Unit Rate *

1,460.00

Default Unit Rate

- Next column Compensation – Populates from what you input in Units columns

*Compensation

Total Amount *

7,300.00

- Costing override – You will have to change the program to 1000 and the discipline for instructional workload. Make sure to change percent to 100 (or that it equals 100 if splitting).

*Compensation

Total Amount ★

7,300.00



Currency
USD

Costing Overrides

0

*Cost Center	*Fund	*Program	Discipline	Activity	Additional Worktags	Percent	Amount
<input type="checkbox"/> 540000 Mathematics Dean	<input type="checkbox"/> Search <input type="checkbox"/> FUND_1110 Operating Fund	<input type="checkbox"/> PROGRAM_1000 General Instruction	<input type="checkbox"/> 11201 Math			100	7,300.00

- Last column – Payment dates should match activity dates in second column.

Payments
Start Date
05/31/2022 
End Date
07/10/2022 
Do Not Pay
<input type="checkbox"/>
Number of Payments
4
Remaining Balance
7,300.00

Done with one class! If you are ready to add the additional classes you can click on the **+ sign** to add them on the PAP now. Otherwise you will have to wait for the PAP to be approved by the manager and HR before you can add the second class.

Follow steps above for each class.

- Next CRN for this faculty is CRN 47518 5 ESH. It also part of term 1.

Summer Workload and Pay for Part-time Faculty Banner and Workday PAP Job Aid for Academic Aides

2 items

*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
Activity * <input type="text" value="Search"/> <ul style="list-style-type: none"> PTFPAY - Part-time Faculty Pay Instructional Activity <input checked="" type="checkbox"/> Task <ul style="list-style-type: none"> 202240-47518 - 202240-47518 MATH-182 Comment <input type="text"/>	Start Date * <input type="text" value="05/31/2022"/> End Date * <input type="text" value="07/10/2022"/> Use as Payment Date Range <input checked="" type="checkbox"/> Weeks in Activity Period 5.86	<input checked="" type="radio"/> Work Hours Per Week <input type="text" value="33.75"/> <input type="radio"/> Work Hours Per Activity Period <input type="text" value="0"/> <input type="radio"/> None of the above Weekly Service Hours <input type="text" value="33.75"/> Suggested Weekly Service Hours 33.75 Total Service Hours for Activity Period 197.78	Unit Type Workload (ESH) Quantity * <input type="text" value="5"/> Default Quantity 1 Assigned Unit Rate * <input type="text" value="1,460.00"/> Default Unit Rate 1,460.00	Total Amount * <input type="text" value="7,300.00"/> Currency USD Costing Overrides <input type="text" value="1"/>	Start Date <input type="text" value="05/31/2022"/> End Date <input type="text" value="07/10/2022"/> Do Not Pay <input type="checkbox"/> Number of Payments 4 Remaining Balance 7,300.00 Paid to Date

10. Click **Submit**. It will go to the Department Chair for review and approval and then to HR.

Congratulations! You are finally done. If you have any changes during the session, you need to complete the [Faculty Change Form](#) and attach to the PAP correction in Workday.