Banner 9: Assigning Credits for Faculty

Entering Credit Load

Go to the **SIAASGN** form and search for the faculty member you would like to assign credits to and the term you are assigning credits in.

Click on the "Insert" button located in the upper right hand corner and then enter the following fields on the form:

- 1. CRN
- 2. <u>ONLY</u> enter an amount in the "Override Workload" field if there is a change to the amount of credits currently listed in the "Workload" field.
- For the POT process please <u>DO NOT</u> zero out or remove credits or position(s) this process is designed to capture and pay all adjunct POTs for each semester regardless of the start and end dates.
- 4. Then click Save located in the bottom right corner of the form

🗙 🕜 ellucian	Faculty Assignment SIAASGN 9.3.8 (TST9)				🔒 ADD 🖺 RE	TRIEVE 🛃 RELATED	🔆 TOOLS 1
ID:	Term: 201920						Start Over
FACULTY ASSIGNMENT						🖬 Insert 📑 Delete	Copy Y. Filter
CRN	21859		Override Conflicts	Generated Credits	84.000		
Session	01	Workload	3.000	FTE			
Subject	C/S	Override Workload		Contract Type			
Course	101	Calculated Workload	3.000		Compensation Applied		
Section	200	Assignment Type		Position Number	SC0011		
Session Credit	3.000	Percent *	100	Position Number			
		Responsibility		Suffix			
Institutional Credit	3.000	Weekly Contact	2	Additional Instructors			
Percentage of *	100	Total Contact	32				
Session							
	Primary Instructor		Compensation Extracted				
🛛 🛋 🗍 of 3 🕨 🕅	1 V Per Page						Record 1 of 3

Entering Non-Instructional Credits

To view/enter information on the non-instructional screen, click on the **"Next Section"** button located on the bottom left side of the form. The **"Faculty Non-Instructional Assignment"** screen will then appear.

, ,				
				SAVE
EDIT	Record: 1/3	SIRASON.SIRASON_CRN [1]	62000 - 2018 Ellucian. All rights reserved.	ellucian₃

🔭 FACULTY NON-INSTRUCTIONAL ASSIGNMENT										
Туре	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
K 🖪 1	of 1 🕨 🕨	10 🔻 Per Page								Record 1 of 1
D	escription						Co	mpensation Applied		
Compensation Extracted										

Faculty Workload Summary

To view t	he Faculty V	Vorkload	l Summary,	select the	"Tools"	menu	(formerly	known as	"Options"	in
Banner 8	and select	"Faculty	Workload	Summary.	"					

🔒 AD	DD 🖹 RETRIEVE	A RELATED	🔅 TOOLS
	Q Search		
	ACTION S		
0	Refresh		F5
	Export		Shift+F1
d	Print Screenshot		Ctrl+Alt+P
•	Clear Record		Shift+F4
	Clear Data		Shift+F5
	Item Properties		
	Display ID Image		
	Exit Quickflow		
	About Banner		
	OPTIONS		
	Faculty Assignme	nts	
	Faculty Non-Instru	ict Assignment	_
	Faculty Workload	Summary	
1	BANNER DOCUME	NT MANAGEME	NT

🗙 🎯 ellucian Facu	lty Assignment SIAASGN 9.3.8 (TST9)			🔒 ADD	🖹 RETRIEVE 🗸	RELATED	🔆 TOOL
a	R. Term: 201920					Star	t Over
FACULTY WORKLOAD SUMMA	RY				🖬 Insert 🛛 🗖 Delete	🍢 Сору	💐 Filter
Workload Rule							
Credit Hours	0.000	Instructional	9.000				
		Workload					
Generated Hours	0.000	Non-Instructional	0.000				
		Workload					
Weekly Contact	0.000	Total Workload	9.000				
Term Contact	0.000	Term FTE	0				
K ◀ 1 of 1 ► N	1 V Per Page					Reco	rd 1 of 1
FACULTY WORKLOAD AND ANA	ALYSIS				😫 Insert 🛛 🗖 Delete	Copy	🏹 Filter
Workload Rule							
	Low	High			Under/Over		
Credit Hours							
Generated Hours							
Weekly Contact							
Total Contact							
Instructional							
Workload							
⊼ ⊻							SAV
DIT Record: 1/1	WORKLOAD.SIBINST WKLD CODE [1]		@2000 - 2018 Ellucian. All rights r	eserved.			ellucian