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. **ONLY** enter an amount in the "Override Workload" field if there is a change to the amount of credits currently listed in the "Workload" field.
3. For the POT process please **DO NOT** 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

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.

Faculty Workload Summary

To view the Faculty Workload Summary, select the **"Tools"** menu (formerly known as "Options" in Banner 8) and select **"Faculty Workload Summary."**