

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

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 FS
 - 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.

Faculty Assignment SIAASGN 9.3.19 (EAGLE)

ID: [REDACTED] Term: 202240 Start Over

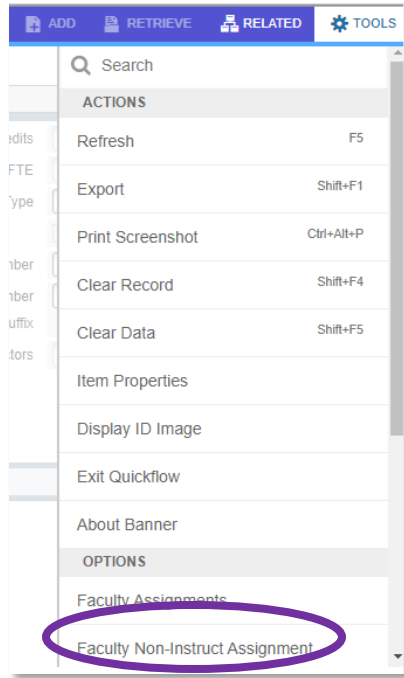
FACULTY ASSIGNMENT

CRN	43383	<input type="checkbox"/> Override Conflicts	Generated Credits	18.000
Session	01	Workload	FTE	
Subject	CMSC	Override Workload	Contract Type	FS
Course	246	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	3RA	Assignment Type	Position Number	
Session Credit	3.000	Percent *	Position Number	
Institutional Credit	3.000	Responsibility	Suffix	
Percentage of * Session	100	Weekly Contact	Additional Instructors	
<input checked="" type="checkbox"/> Primary Instructor		Total Contact		
		<input type="checkbox"/> Compensation Extracted		

1 of 3 | 1 Per Page Record 1 of 3

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

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4. Here you will enter:

- Non-Instructional Type
- Workload (which is the ESH from the spreadsheet)
- Contract type of FS
- **Make sure to hit Save after you are done entering this info.**

ellucian Faculty Assignment SIAASGN 9.3.19 (EAGLE) ADD RETRIEVE RELATED TOOLS

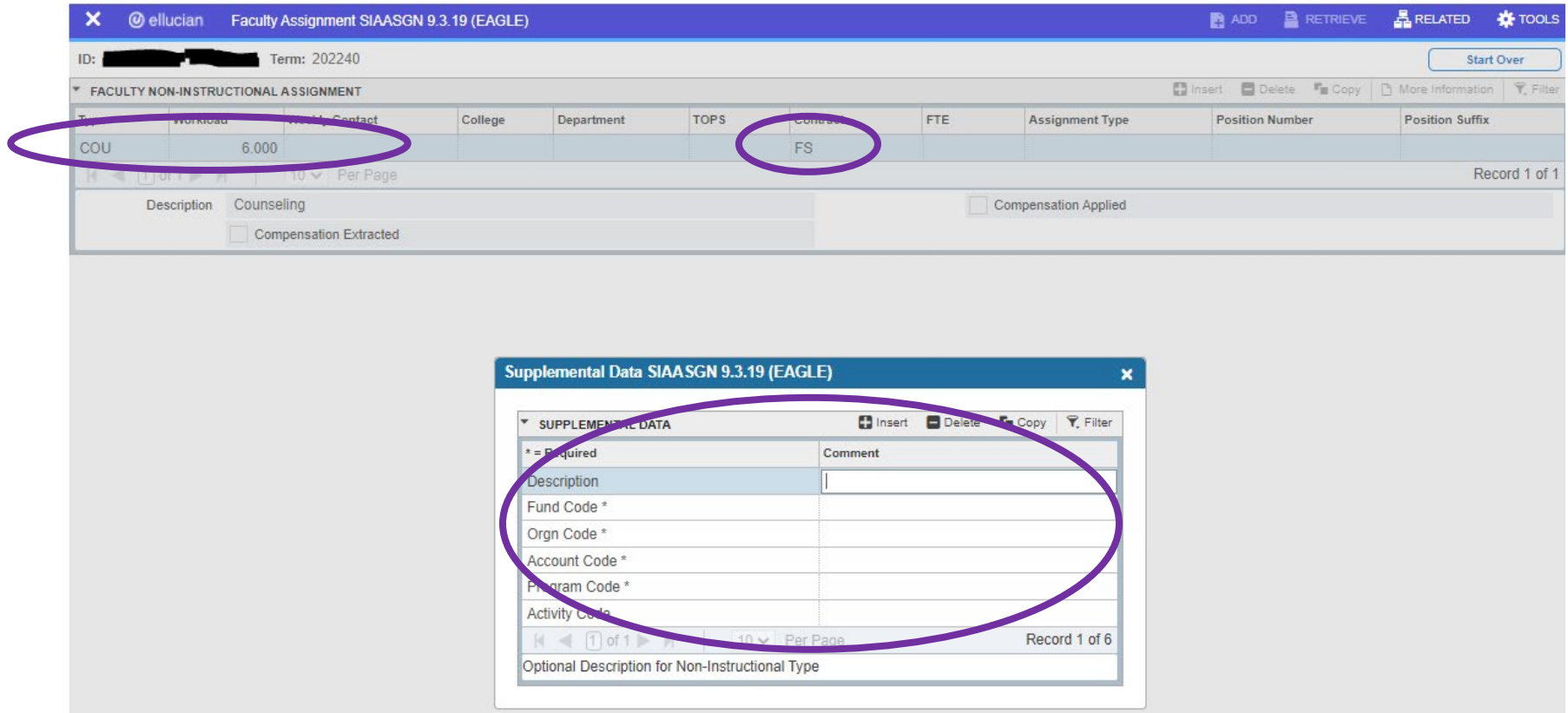
ID: ██████████ Term: 202240 Start Over

FACULTY NON-INSTRUCTIONAL ASSIGNMENT

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
COU	6.000					FS	...			

Record 1 of 1

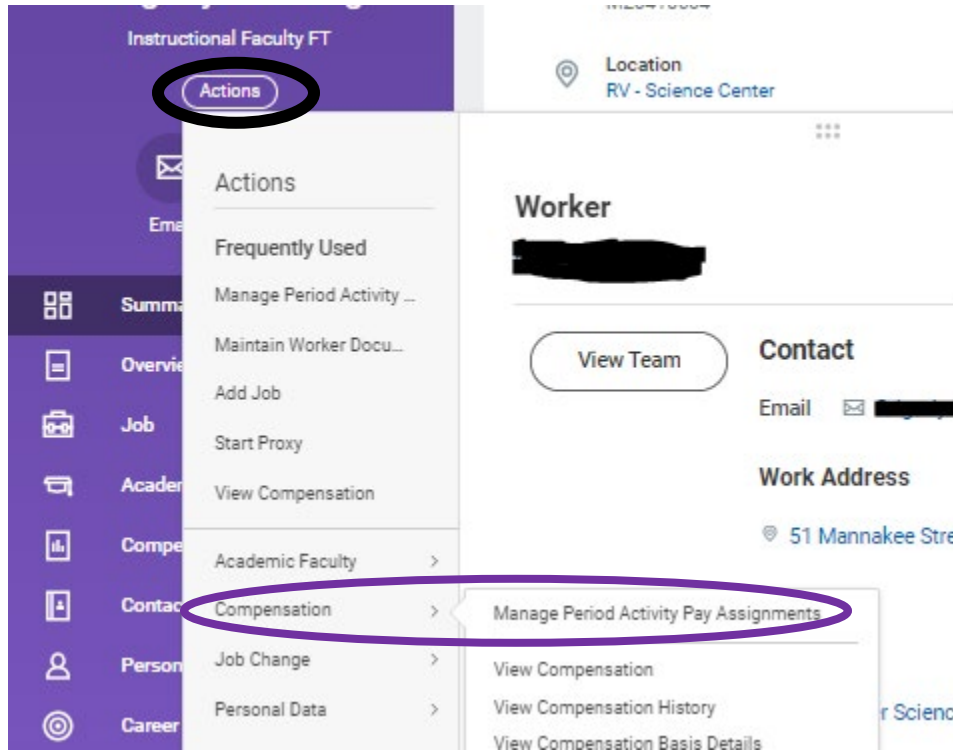
5. Click on **More Information** to enter accounting info.



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. If you are entering this PAP before 5/23 please change the effective date to 5/23.
 - This will enable the position field to show up and let you pick the Summer Position.
 - Academic period – Should be 202240.
 - Period Activity Matrix – Make sure to pick General Period Activity Pay Matrix.

Employee Selection

Effective Date * 05/23/2022

Employee *

Position *

Assignment Details

Academic Period *

Period Activity Rate Matrix *

Quick Entry Choices

**If additional summer job doesn't come up even with the future date of 5/23, please contact [Rosalee Law](#) to add the secondary Summer job before you add the PAP.*

9. Enter PAP details – In this example I will use someone who is working 11 ESH so you can see how to process overload.
 - I would start with pulling up Banner on a second screen and pull up SIAASGN.
 - The professor we are using for this example has 3 classes
 - CRN 43383 3 ESH
 - CRN 46622 4 ESH
 - CRN 47501 4 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 43383 is in part of term M 6/06/22-8/14/22

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ellucian Schedule SSASECT 9.3.23 (EAGLE)

Term: 202240 CRN: 43383 Subject: CMSC Course: 246 Title: INTRO TO SQL USING ORACLE

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

COURSE SECTION INFORMATION

Subject	CMSC ... CMSC-COMPUTER SCIENCE & TECH	Campus *	D ... Distance Learning
Course Number	246 ...	Status *	A ... Active
Title	INTRO TO SQL USING ORACLE	Schedule Type	L ... Lecture
Section *	3RA ...	Instructional Method	...
Cross List	...	Integration Partner	QIW ... Online (Blackboard)

CLASS TYPE

Traditional Class

Part of Term	M ...	06/06/2022	08/14/2022	10
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Open Learning Class

- In Workday:
 - Reason – Add Activity Pay – New Assignment
 - Activity – For Full-time faculty one of these 2 – Summer Pay (ESH 1-9) or Summer Pay (ESH 10-12)

FTFSUM - FTF Summer
Pay - Full-time Faculty
Summer Pay

FTFSUMINST1 - Full-time Faculty
Summer Pay (ESH 1-9)

FTFSUMINST2 - Full-time Faculty
Summer Pay (ESH 10-12)

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

Rate Matrix General Period Activity Pay Matrix

Reason * × Period Activity > Add Activity Pay > New Assignment

1 item

+ *Activity

Activity *

Search

× FTFSUMINST1 - Full-time Faculty Summer Pay (ESH 1-9)

Instructional Activity

Task

× 202240-43383 - 202240-43383 CMSC-246

Comment

- 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 *
06/06/2022

End Date *
08/14/2022

Use as Payment Date Range

- Next column – Reportable Hours – Full-time faculty do not need hours entered in this column. Should be 0 for all fields.

Reportable Hours

Work Hours Per Week
0

Work Hours Per Activity Period
0

None of the above

Weekly Service Hours
0

Suggested Weekly Service Hours
0.00

Total Service Hours for Activity Period
0.00

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- Next Column – Units
 - Quantity is ESH amount they are being paid for.
 - Assigned unit rate – Type in individual rate. *Please refer to the excel worksheet titled Full-Time Faculty Summer Rates to get what the specific ESH rate is for your faculty.*

From Spreadsheet:

Full-Time Faculty Summer Rates Worksheet				
340000 Engineering/Computer Science Dean				
Limits for Instructional Faculty			For SIAASGN input	
Regular Rate: 9 ESH			Term: 202240 & 202310	
Overload Rate: 3 ESH			Contract Type: FS	
Last Name	First Name	M#	Reg ESH Rat	OVL Ra
			2,890.49	1,733.00

In Workday:

*Units

Unit Type
Workload (ESH)

Quantity *

3

Default Quantity
1

Assigned Unit Rate *

2,890.49

Default Unit Rate
0.00

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

***Compensation**

Total Amount *

8,671.47

Currency
USD

Costing Overrides

0



- Costing override – you only have to change if you want to charge the workload to another account other than their default.

1 item

+	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Grant	*Cost Center	*Fund	*Program	Discipline
+ -	▼ ▼	Cost Center: 340000 Engineering/Computer Science Dean Discipline: 10403 Computer Sci Technologies Fund: FUND_1110 Operating Fund Program: PROGRAM_1000 General Instruction		<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Summer Workload and Pay for Instructional Full-time Faculty *Banner and Workday PAP Job Aid for Academic Aides*

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

Payments
Start Date
06/06/2022 
End Date
08/14/2022 
Do Not Pay
<input type="checkbox"/>
Number of Payments
6
Remaining Balance
8,671.47

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.

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- Next CRN for this faculty is CRN 46622 4 ESH. It also part of term M.

Activity * <input type="checkbox"/> FTFSUMINST1 - Full-time Faculty Summer Pay (ESH 1-9)	Start Date * <input type="text" value="06/06/2022"/>	<input type="radio"/> Work Hours Per Week <input type="text" value="0"/>	Unit Type Workload (ESH)	Total Amount * <input type="text" value="11,561.96"/>	Start Date <input type="text" value="06/06/2022"/>
Instructional Activity <input checked="" type="checkbox"/>	End Date * <input type="text" value="08/14/2022"/>	<input type="radio"/> Work Hours Per Activity Period <input type="text" value="0"/>	Quantity * <input type="text" value="4"/>	Currency USD	End Date <input type="text" value="08/14/2022"/>
Task <input checked="" type="checkbox"/> 202240-46622 - 202240-46622 CMSC-203	Use as Payment Date Range <input checked="" type="checkbox"/>	<input checked="" type="radio"/> None of the above	Default Quantity 1	Costing Overrides <input type="text" value="0"/>	Do Not Pay <input type="checkbox"/>
Comment <input type="text"/>	Weeks in Activity Period 10.00	Weekly Service Hours <input type="text" value="0"/>	Assigned Unit Rate * <input type="text" value="2,890.49"/>		Number of Payments 6
		Suggested Weekly Service Hours 0.00	Default Unit Rate 0.00		Remaining Balance 11,561.96
		Total Service Hours for Activity Period 0.00			Paid to Date

- Last class is CRN 47501 4 ESH for this professor. This one is a good example because so far they 7 ESH since this class is 4 ESH. 2 ESH should be paid at the regular rate and 2 ESH at the overload rate.
- You will have to 2 lines on the pap. One with activity ESH 1-9 and a second one with activity 9-12.
 - Overload rate is on same spreadsheet with individual ESH rate.

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- So final split rates will look like this on 2 PAP lines.

4 items



*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
<p>Activity *</p> <p>Search</p> <p>FTFSUMINST2 - Full-time Faculty Summer Pay (ESH) 10-12</p> <p>Instructional Activity <input checked="" type="checkbox"/></p> <p>Task</p> <p>202240-47501 - 202240-47501 CMSC-203</p> <p>Comment</p>	<p>Start Date * 06/06/2022</p> <p>End Date * 08/14/2022</p> <p>Use as Payment Date Range <input checked="" type="checkbox"/></p> <p>Weeks in Activity Period 10.00</p>	<p><input type="radio"/> Work Hours Per Week</p> <p>0</p> <p><input type="radio"/> Work Hours Per Activity Period</p> <p>0</p> <p><input checked="" type="radio"/> None of the above</p> <p>Weekly Service Hours 0</p> <p>Suggested Weekly Service Hours 0.00</p> <p>Total Service Hours for Activity Period 0.00</p>	<p>Unit Type Workload (ESH)</p> <p>Quantity * 2</p> <p>Default Quantity 1</p> <p>Assigned Unit Rate * 1,733.00</p> <p>Default Unit Rate 0.00</p>	<p>Total Amount * 3,466.00</p> <p>Currency USD</p> <p>Costing Overrides 0</p>	<p>Start Date 06/06/2022</p> <p>End Date 08/14/2022</p> <p>Do Not Pay <input type="checkbox"/></p> <p>Number of Payments 6</p> <p>Remaining Balance 3,466.00</p> <p>Paid to Date</p>
<p>Activity *</p> <p>FTFSUMINST1 - Full-time Faculty Summer Pay (ESH) 1-9</p> <p>Instructional Activity <input checked="" type="checkbox"/></p> <p>Task</p> <p>202240-47501 - 202240-47501 CMSC-203</p> <p>Comment</p>	<p>Start Date * 06/06/2022</p> <p>End Date * 08/14/2022</p> <p>Use as Payment Date Range <input checked="" type="checkbox"/></p> <p>Weeks in Activity Period 10.00</p>	<p><input checked="" type="radio"/> Work Hours Per Week</p> <p>0</p> <p><input type="radio"/> Work Hours Per Activity Period</p> <p>0</p> <p><input type="radio"/> None of the above</p> <p>Weekly Service Hours 0</p> <p>Suggested Weekly Service Hours 0.00</p> <p>Total Service Hours for Activity Period 0.00</p>	<p>Unit Type Workload (ESH)</p> <p>Quantity * 2</p> <p>Default Quantity 1</p> <p>Assigned Unit Rate * 2,890.49</p> <p>Default Unit Rate 0.00</p>	<p>Total Amount * 5,780.98</p> <p>Currency USD</p> <p>Costing Overrides 0</p>	<p>Start Date 06/06/2022</p> <p>End Date 08/14/2022</p> <p>Do Not Pay <input type="checkbox"/></p> <p>Number of Payments 6</p> <p>Remaining Balance 5,780.98</p> <p>Paid to Date</p>

10. Click **Submit**. It will go to Dean 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.