

1. Start with the Excel worksheet called **Full-Time Faculty Summer Rates Worksheet** to project hours for faculty that will work in Summer I. Once you input hours, ESH amount will populate in report. ***These projected hours should not include hours they will work for classes they are teaching.***
2. After you have your total ESH amount > Go to **SIAASGN** in Banner.
3. If they are teaching classes, enter below info on first screen in **SIAASGN**:
  - Enter CRN
  - Enter Contract Type of FS

ellucian Faculty Assignment SIAASGN 9.3.19 (EAGLE) ADD RETRIEVE RELATED

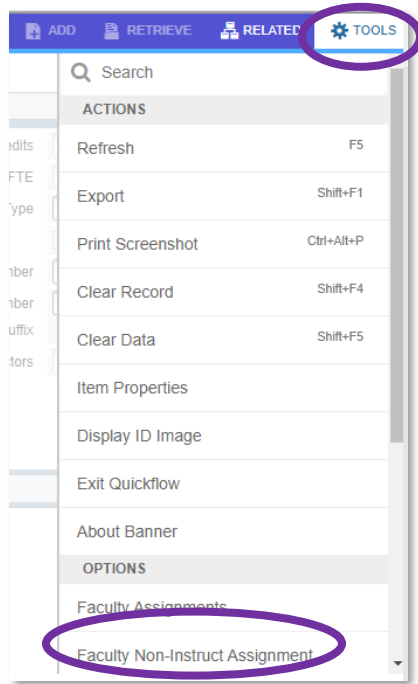
ID: ██████████ Term: 202240

**FACULTY ASSIGNMENT** Insert Delete

CRN	42017	<input type="checkbox"/> Override Conflicts	Generated Credits	1.000
Session	01	Workload	FTE	
Subject	STSU	Override Workload	Contract Type	FS
Course	100	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	200	Assignment Type	Position Number	
Session Credit	1.000	Percent*	Position Number	
Institutional Credit	1.000	Responsibility	Suffix	
Percentage of*	100	Weekly Contact	Additional Instructors	*
Session		Total Contact		
<input type="checkbox"/> Primary Instructor				
		<input type="checkbox"/> Compensation Extracted		

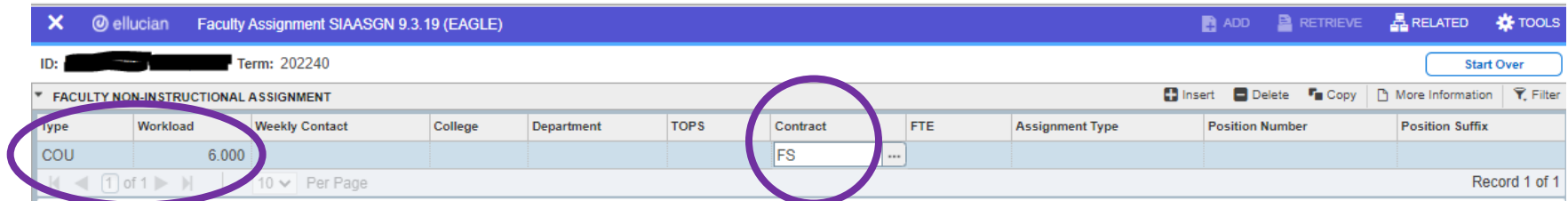
1 of 1 Per Page

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

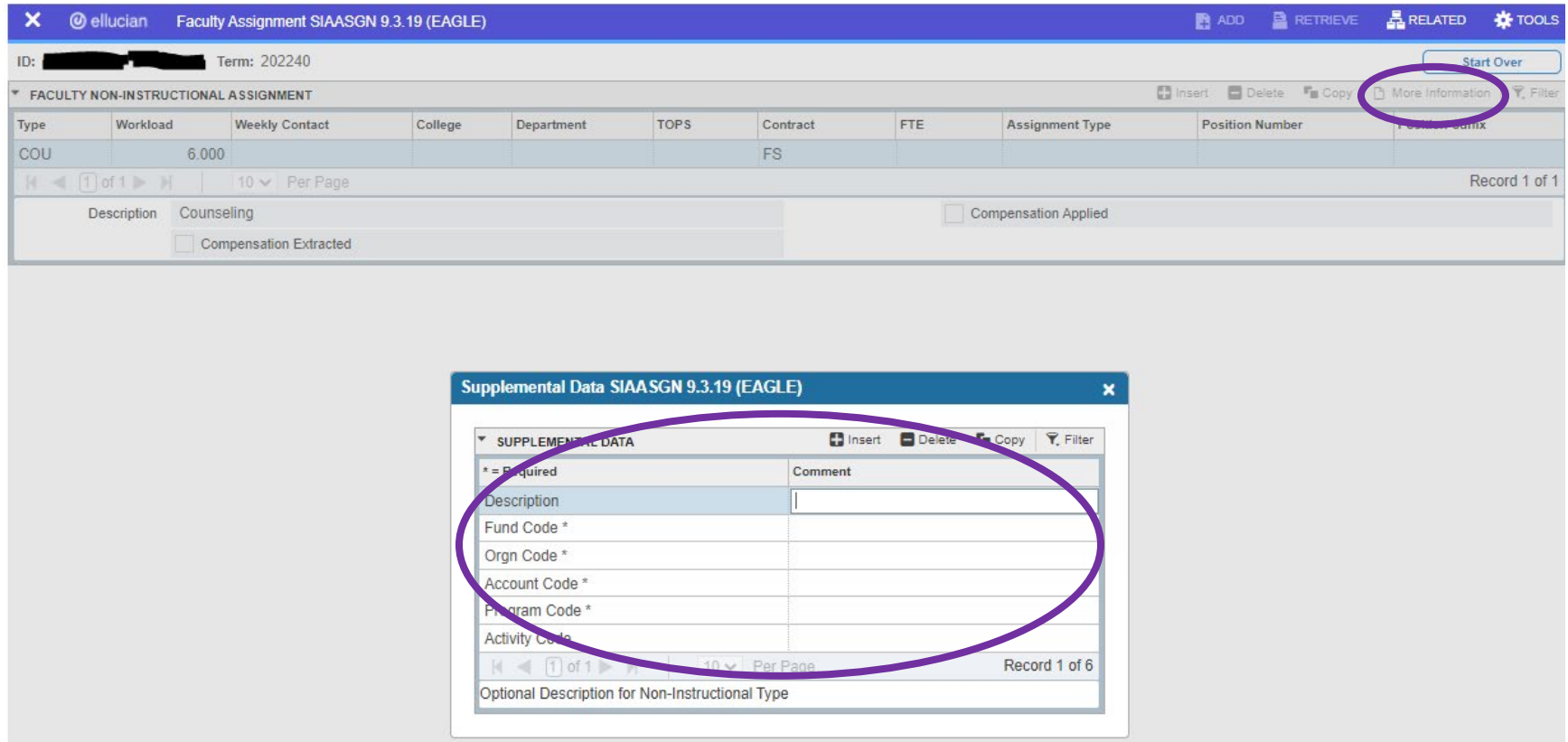


5. Here you will enter:

- 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.***



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

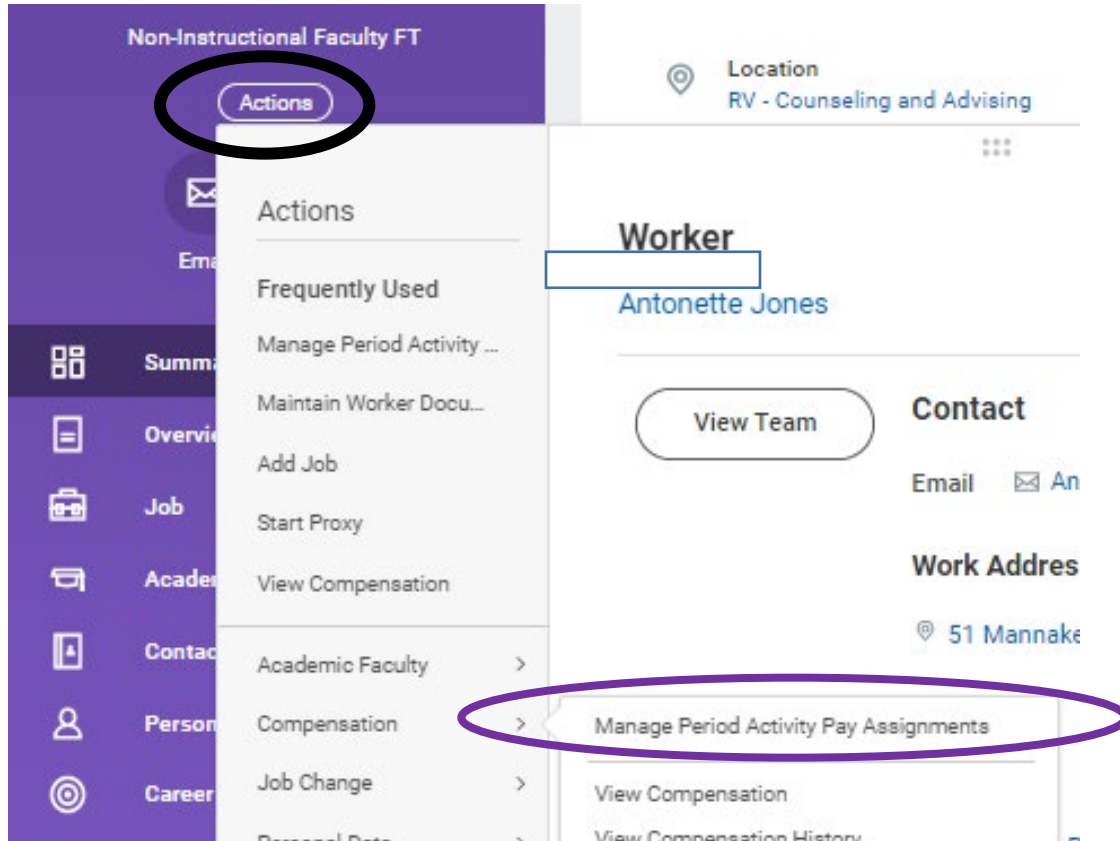


**You are now done with Banner!**

7. Now go to Workday to enter the Period Activity Pay.

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


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




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

9. **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 \*

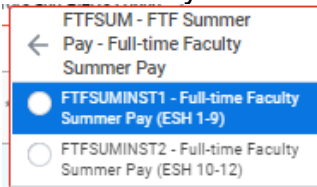
Period Activity Rate Matrix \*

*\*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.*

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

10. Enter PAP details – In this example, let’s use someone who is working 9.75 ESH so you can see how to process overload. Start with pulling up Banner on a second screen and pull up SIAASGN.

- 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).



- Task – Type in NIST task (or 202240-(CRN#) no spaces if they are teaching a class.
- 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**

× NIST-COU - COU- Counseling

Comment

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

- Next Column – Activity Dates – use dates from spreadsheet 5/23-7/10.
- Make sure use as payment date range is **not** checked off.

\*Activity Dates

Start Date \*

05/23/2022

End Date \*

07/10/2022

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

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

- 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										
253000 CW Dean Stu Success-RV Stu Services										
<i>*Department will need to input hours. Once you input hours ESH amount will populate.</i>										
Limits for Non-Instructional Faculty Regular Rate: 9 ESH or 352 Hours Overload Rate: 3 ESH or 120 Hours			For SIAASGN input Term: 202240 Contract Type: FS		Projected hours for 5/23/22 - 7/10/22					
Name	M#	Reg ESH Rate	Reg Hourly Rat	Reg Hou	ESH	OVL Ra	OVL Hourly Rat	OVL Hou	ESH	
		\$1,884.12	\$48.17	352.0	9.00	\$1,567.00	\$39.18	30.0	0.75	

In Workday:

\*Units \*1

Unit Type 7

Workload (ESH)

Quantity \* 9

Default Quantity 0

Assigned Unit Rate \* 1,884.12

Default Unit Rate 0.00



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

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

**\*Compensation**

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**Total Amount \***

16,957.08

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.

16,957.08 USD    16,957.08 USD  
Total Amount    Amount Remaining


1 item


	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Grant	*Cost Center	*Fund	*Program	Discipline
+ -	▼ ▼	Cost Center: 253000 CW Dean Stu Success- RV Stu Services  Fund: FUND_1110 Operating Fund  Program: PROGRAM_5000 Student Services						

Done
Cancel

- Last column – Payment dates should match memo 5/31-7/10.

Payments

Start Date  
05/31/2022 

End Date  
07/10/2022 

Do Not Pay

Number of Payments  
4

Remaining Balance  
16,957.08

Paid to Date

Done with one line! If you are ready to add the additional workload 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 workload.

- In this example, .75 is overload so we will just add a second line with activity 9-12.
  - Overload rate is on same spreadsheet with individual ESH rate.

## Summer Workload and Pay for Non-instructional Full-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"> <li>FTFSUMINST2 - Full-time Faculty Summer Pay (ESH 10-12)</li> </ul> Instructional Activity <input checked="" type="checkbox"/> Task <input type="text" value="NIST-COU - COU-Counseling"/> Comment <input type="text"/>	Start Date * <input type="text" value="05/23/2022"/> End Date * <input type="text" value="07/10/2022"/> Use as Payment Date Range <input type="checkbox"/> Weeks in Activity Period 7.00	<input type="radio"/> Work Hours Per Week <input type="text" value="0"/> <input type="radio"/> Work Hours Per Activity Period <input type="text" value="0"/> <input checked="" type="radio"/> None of the above Weekly Service Hours <input type="text" value="0"/> Suggested Weekly Service Hours 0.00 Total Service Hours for Activity Period 0.00	Unit Type Workload (ESH) Quantity * <input type="text" value="0.75"/> Default Quantity 0 Assigned Unit Rate * <input type="text" value="1,567.00"/> Default Unit Rate 0.00	Total Amount * <input type="text" value="1,175.25"/> Currency USD Costing Overrides <input type="text" value="0"/>	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 Pay 4 Remaining Bal. 1,175.25 Paid to Date

11. Click **Submit**. It will go to 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 attached to PAP correction in Workday.