

Technical Reference



Faculty Reassign Hours Administration

Entry, Adjustment, and Correction

Revision 1.6 August 2020

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Entry, Adjustment, and Correction

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[Purpose](#)

This administrative guide will walk you through the new workflow for entering faculty reassign hours. It provides helpful value lists for data entries, common error messages and their causes, and how to make corrections and adjustments.

[Terminology](#)

The new processes uses the standard Colleague process for assigning faculty to non-teaching roles. However the terms used by Colleague are slightly different than the terms used in faculty reassignment in the past.

Campus Organization. This is the academic school, academic division, student organization, project, or grant-funded activity where the reassignment takes place. For a reassignment of a faculty member to the department chair for English, the campus organization would be RCENG – English.

Each campus organization code for reassignments is five characters long. The first character is always "R" for "reassign" while the second character indicates whether these are "C" –contractual or "N"-non-contractual assignments. The final three characters indicate the organization itself. See [Appendix A](#) for a listing.

Campus Organization Groupings. These are higher level groupings of sets of campus organizations. See [Appendix E](#) for the list, [Appendix A](#) for the relationship between an organization, its grouping, and type.

Campus Organization Types. There are two types of campus organizations for reassignments: "FRHC" for Faculty Reassign Hours – Contract and "FRHN" for Faculty Reassign Hours – Non-contract.

Reassignments are classified based on their funding source. "Contract" reassignments are those specified in current the District-SCEA contract. Generally these reassignments are paid out of district funds. Non-contract reassignments are those that are not provided in the contract but instead paid for by the SCEA, a grant, or some other source.

Campus organizations are coded by the general reassignment type. See [Appendix A](#) for the relationship between an organization, its grouping, and type.

Load Period. Run in parallel with academic terms. However load periods must be continuous (meaning there is always one active load period for any day of the year) and due to pay issues, January is a unique period that is separate from the academic spring term. Almost all reassignments will be associated with the spring or fall load period. The following explanation is provided for completeness.

Fall load period begins and ends on the same days as the academic fall term. It is the only load period that exactly matches the academic term. January load period starts the day after the last day of the Fall academic term and runs through January until the earliest date where "full term" spring classes start (normally in the last few days of January or the first couple of days of February). Spring load period runs from the day after the January load period ends until the end of the academic spring term. Summer load period runs from the day after academic spring term ends until the day before the academic fall term starts.

Figure 1 shows the relationship between load periods and academic terms. See [Appendix C](#) for a listing of load period dates.

AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
	Academic Fall Term					Academic Spring Term					Summer Term	
>	Fall Load Period				January	Spring Load Period				Summer >		

Figure 1. Load Periods vs. Academic Terms

Role. For faculty reassignments, this is the responsibility the faculty member is taking on in the noted organization. For the department chair of English, the role is DPCH- Department Chair. See [Appendix B](#) for a listing.

Faculty Reassignment Workflow

Figure 2 is the general workflow associated with the new process for recording faculty reassign hours. Individual departments may add to this basic process.

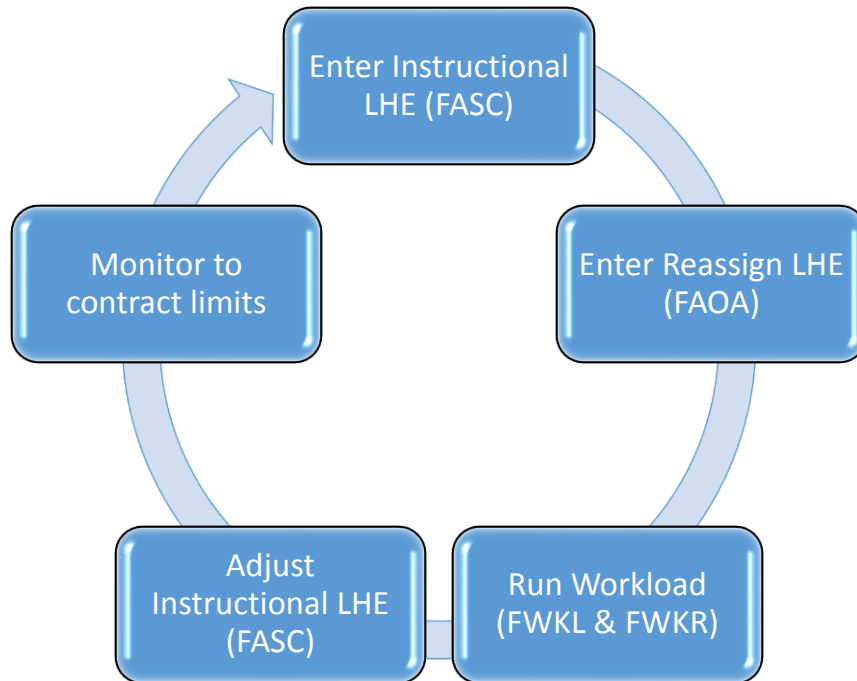


Figure 2. Faculty Reassign Hours Workflow.

Generally teaching assignments are determined first which requires the entry of the instructional loads in the FASC *Faculty Assignment to Course Sections* screen. Later in the term reassignments are approved and forwarded to schools. In this new process, these reassignments are recorded in the FAOA *Faculty Organizational Assignment* screen. In order to validate the entries and correct any load imbalances, *Faculty Workload* screens (FWKL & FWKR) are run to produce load reports. Based on these reports, adjustments are made in the teaching arrangement and instructional method on the scheduled sections in FASC to reclassify that instructional LHE as banked or overtime as the case may be to ensure compliance with contract load limits. Finally the schools continue to monitor faculty load to ensure that faculty are providing sufficient LHE and that LHE loads are classified correctly.

Reassignment Data Entry (FAOA screen)

Entering reassignments is a relatively straightforward process on a single screen however some fields are difficult to correct. It is important that the data entered on this screen is verified before saving. Luckily, this screen does have multiple error checks to identify issues before save.

There are two preliminary pop-up screens you need to complete before you reach the FAOA screen. In the first you will be asked for the Campus Organization this reassignment is associated with. The best way to find these codes is to use the search capacity.

Before you start entries...

Please have ready:

- Campus Organization (school, student organization, or program) in which the reassignment takes place.
- Faculty member's SWC ID or full name.
- Role the faculty member will take in this reassignment.
- When the reassignment will take place.
- The LHE value of this reassignment.

- If you know the five character campus organization ID, you can simply type it in.
- If you do not know if this assignment is contractual or non-contractual, type in: **R...** to see the entire selection of reassignment organizations and make your selection from there.
- If you do know the type of assignment, type in **RC...** or **RN...** depending on if the assignment is contractual or non-contractual. You will see a smaller list to choose from.

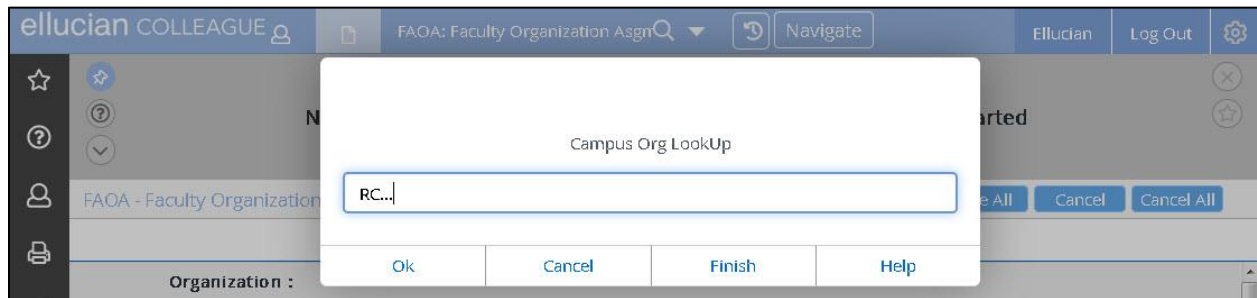


Figure 3. FAOA Campus Organization Lookup with search coding for contract reassignment.

The second pop-up will ask you for the faculty member. You can either type in the faculty member's SWC ID or type in as much of the name as you know to get a selection list.

Once these two pieces of data are in the system the FAOA screen will open. The faculty member's identification data will be in the screen header and the organization will appear at the top of the entry screen. Both the five character code and the name of the organization will be shown.

The main body of the input screen is composed of five rows of reassignments (A-J in Figure 4) and two rows of comments (K in Figure 4). These are just the visible rows, as with most Colleague screens, clicking in a row will open a controller that allows you to enter multiple pages of entries.

WARNING

You can enter as many reassignments associated with this organization for this faculty member as you wish on this screen EXCEPT you cannot have two overlapping periods of the same role for the same faculty member in the same organization. Doing so will generate an error. You will need to sum up the overlapping entries into a single entry to pass the edits.

Row Entries

As seen in Figure 4, there are 10 fields per reassignment row, you will need to make entries in eight of them. There is also a comment option that can be very helpful in faculty hour audits.

- A. **Start Date.** This is the starting date for the load period for this reassignment. While you can enter dates after the load period start date, you cannot enter dates prior to the load period start date with generating an error. Luckily, the error will provide you with the correct start date. [Appendix C](#) provides the current list of load period dates. You can use the built in calendar function to select the date.
- B. **End Date.** This is the ending date for the load period for this reassignment. You can enter dates prior to the load period end date but not after the end date. The error message will provide correct end date for the period you selected. You can use the calendar function if you wish.
- C. **Load.** This is the Lecture Hour Equivalent (LHE) of this reassignment. Reassignments can total 120% (18 LHE) of total contractual term load (15 LHE) for a given load period. Any reassignments above 18 LHE in a load period should instead be handled as overload. You can use the calculator function if you need to combine overlapping reassignments.

The screenshot shows the FAOA - Faculty Organization Asgmt interface. At the top, there are buttons for 'Save', 'Save All', 'Cancel', and 'Can'. Below the header, there is a navigation bar with '1 of 1' and 'Dates' and 'Value 1/2'. The main content area is a table with columns: Start Date, End Date, Load, Role, Contr Type, Position, Contr, Load Period, Contact Hrs, and Measure. The first row is highlighted with a purple border and labeled with letters A through J. Below the table, there is a 'Comments' section with two rows, each labeled with a letter K and a number.

	Start Date	End Date	Load	Role	Contr Type	Position	Contr	Load Period	Contact Hrs	Measure
1	A 02/01/20	B 05/22/20	C 12.00	D DPCH Department Chair	E FACF	F 847	G 71	H 20/SP	I	J T Ter
2	08/26/19	12/13/19	12.00	DPCH Department Chair	FACF	847	72	19/FA		T Ter

Comments

K 1	20/SP: From Efren's spreadsheet of 4/22/2020 on reassign hours.
2	19/FA: From Efren's spreadsheet of 4/22/2020 on reassign hours.

Figure 4. Faculty Organization Assignment Screen (FAOA)

- D. **Role.** This is the position the faculty member is filling in this reassignment. You can type the ellipsis (...) to see a complete list of roles throughout the campus. (Roles preceded by "Dnu_" are obsolete.) You can also use the role list in [Appendix B](#) to find the correct role. Choose the closest role that matches what the reassignment requires. Additional roles can be added on the ROLE screen, but it is better to minimize the number of roles to fairly generic titles rather than creating hundreds of slightly different roles.

- E. **Contr (Contract) Type.** Since we are only dealing with full-time (10 month or longer contracts), the code here is always **FACF**. **Do not use the FAOA procedure to enter reassignments for adjunct faculty members.**
- F. **Position.** This is the full-time contract position that is the faculty member's primary responsibility. Find this by typing ellipsis (...) and selecting "y" on the pop-up that asks "Select from all current positions for this faculty member? (Y/N)." Always select the full-time faculty contract as indicated by the Class entry in the list provided. See Figure 5.

SEARCH RESULTS FOR : POSITION								
1	Position: 1183 Dept: School of Business & T... Control: N	Title: Asst Prof/Prof of Accou... Class: 10 Mo FT Faculty	Start Date: 08/14/14 End Date:	GL: 11-538502-050200-511... In Use: Y				
2	Position: FO-AC-LAB Dept: School of Soc Sci & Hu... Control: N	Title: OVLD (LAB) - AC Class: Faculty PT (Academic)	Start Date: 07/01/15 End Date:	GL: 11-501010-601000-512... In Use: Y				
3	Position: FO-AC-LEC Dept: School of Soc Sci & Hu... Control: N	Title: OVLD (LEC) - AC Class: Faculty PT (Academic)	Start Date: 07/01/15 End Date:	GL: 11-501010-601000-512... In Use: Y				

Figure 5. Contract Selection Pop-up.

- G. **Contr (Contract).** **DO NOT ENTER ANY DATA IN THIS FIELD.** Once the record is accepted and saved, the system will generate an ID number for this reassignment contract and place it here. This field is helpful when entering multiple terms and/or roles on an individual. If a save attempt errors, only rows with errors on them will still have this field blank. All the rows that passed edits will have a number in this field.
- H. **Load Period.** This is an important entry. This entry will be used to validate the start and end dates for this entry as well as in term-by-term faculty hour auditing. A complete list is found in [Appendix C](#). Enter the Load Period ID. Generally reassignments only occur in fall and spring load periods. In the event dates given to you for a reassignment exceed load period dates, the load period dates take precedence and be entered instead. Shorter date periods within a load period are acceptable for non-contractual reassignments.
- I. **Contact Hrs (Hours).** Not currently used for faculty reassignments. **DO NOT ENTER ANY DATA IN THIS FIELD.**
- J. **Measure.** For faculty reassignments, this will always be **T Term**.
- K. **Comments.** For clarity in auditing, please enter the source of the reassignment data and the load period to which the comments apply. See examples in Figure 4.

Select the blue save button and Update record on the pop-up that appears. If you are entering multiple faculty at once, you may see a "list of records is active" pop-up. If so, select "next" to enter the next record. Once all the entries have been successfully saved for a faculty member, Colleague will rearrange the rows on the FAOA screen so that most recent load period is on top of the list.

[Common Errors and Remedies on FAOA](#)

As stated previously, this screen does a lot of error checking before accepting an entry. These are common pop-up error messages you will encounter and items to check when you see them.

Assignment must start within the Load Period from (date1) to (date2). The entered reassignment start date is prior to the load period start date. Remedy: set the reassignment start date to date1 in the error message (Load Period Start Date).

Assignment must end within the Load Period from (date1) to (date2). The entered reassignment end date is after the load period end date. Remedy: set the reassignment end date to date2 in the error message (Load Period End Date).

Once any contract info is entered, all contract info will become required. One of the fields related to the contract (missing start and end dates, measure, or load period are the most common errors). Remedy: find the empty field and enter the required data.

Once the contract is entered this field cannot be entered or changed. If you have previously saved this record, you are not able to remove or modify the contract assignment from the FAOA screen. See [Deleting an Erroneous FAOA Entry](#) for remedy.

The window Dates needs 1 or more entries. Normally seen when an attempt is made to manually remove all of the entries from a FAOA screen. Removing all reassignment rows requires the [Deleting an Erroneous FAOA Entry](#) process.

The end of this contract overlaps with another Full Time contract. This generally points to start and end date entry errors. You can see in this example that the ending date for 19/FA load period is mistakenly entered as 12/13/20 instead of 12/13/19. As a result the entire 20/SP load period is captured in the 19/FA period (Figure 6). Remedy: adjust the erroneous date.

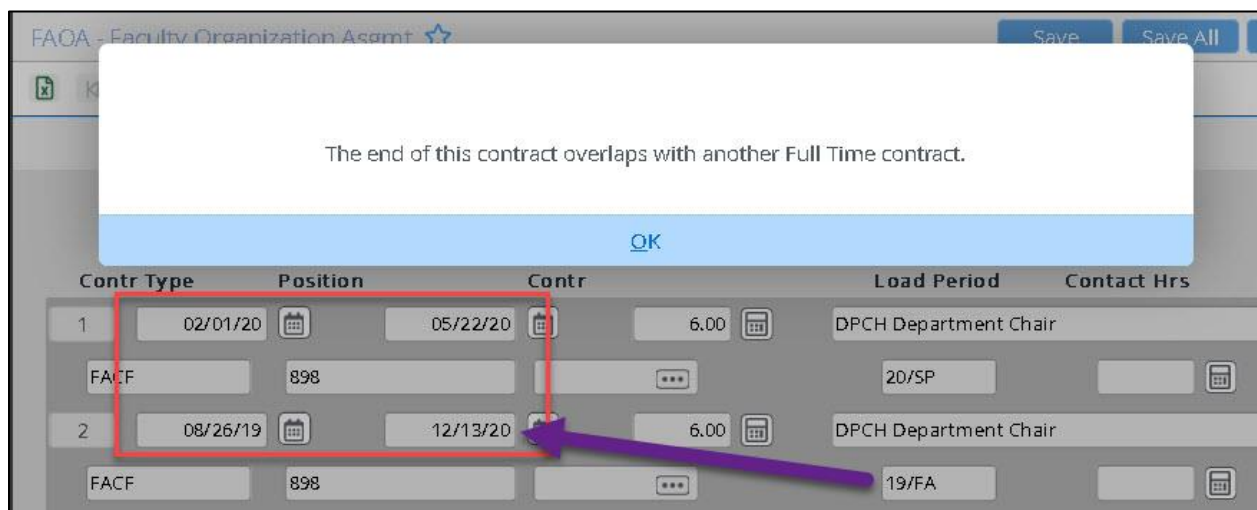


Figure 6. Data Entry Error: Overlapped Period.

The role dates must not overlap with the same role type. This error occurs when for some reason a reassignment is split and you try to enter both pieces into a faculty member's record. You cannot enter a department chair role in 20/SP for English for 1.5 LHE and in the next line add another department

chair role in 20/SP for English for 4.5 LHE to provide the correct value of 6.0 LHE for a DPCH. Instead, enter this reassignment once for the total LHE value and make a note in the comments to explain the action.

The current load is over the max load for the contract. This warning will generally appear once for each entry row when you attempt to save the record. You can safely click OK and the record will be saved. This warning appears because the reassign hours have been applied against the LHE requirements in the full-time contract. Generally academic teaching hours are entered into the contract record first via the FASC (faculty assignment to course section screen) long before reassign hours are entered into the system.

What this warning is telling you is that because of these new reassigned LHE entries, you will need to go back into FASC and modify the teaching arrangement of some of the sections to reflect overload or banked hours instead of FF-FT contract hours to bring the sum of the full-time regular and reassigned hours down to 15 LHE. Best practice is to also correct the instructional method to reflect this change of teaching arrangement.

Teaching Arrangement	Instructional Method	Description
FT- Full-time Regular	LEC	Lecture
FT- Full-time Regular	LAB	Laboratory
FO- Overload FT Only	LEC-O	Lecture Overload
FO- Overload FT Only	LAB-O	Laboratory Overload
FL- Load Banking	LEC-B	Lecture Banked
FL- Load Banking	LAB-B	Lab Banked

Figure 7. Relationship between Teaching Arrangements and Instructional Methods.

Modifying Saved FAOA Entries

With two key exceptions, any of the entries other than the associated contract can be easily modified after a save. You will need to first enter the campus organization ID, then the faculty ID to see the appropriate FAOA screen. Make changes to any field other than the two contract-linking fields (*Position* and *Contr*). Click save to make the modifications.

Changes to assigned Campus Organization or to linked contracts cannot be done in FAOA. The entire row entry must be deleted and rebuilt. See the next section.

Deleting an Erroneous FAOA Entry

To remove an incorrect FAOA entry or one that is no longer going to be fulfilled by the assigned faculty member. The same set of steps must be taken. If you do not have access to these screens, you will have to request that Human Resources remove these entries for you.

1. Open PACS (*Person's Assignment Contracts Summary*) screen and enter the faculty member's SWC ID or name.
2. The screen will populate with all of the entered reassignment contracts (Figure 8). The load period dates of the reassignments are shown on the screen. Based on those dates, you could choose the appropriate row to delete. To delete a row:
 - a. LEFT CLICK on the row now (position A on Figure 8)

- b. In the pop-up menu that appears for *Select Table Operation to Perform for Row #*, select Delete.
- c. A warning pop-up will appear: *Assignments have been linked to this contract*. Click OK.
- d. A confirmation pop-up will appear: *DELETE all of Row # or CANCEL delete*. Choose Delete.

PACS - Person's Asgmt Contract Smry ☆ Save Save All Cancel

Person's Assignment Contract Value 2/2

Add Assignment Contract

Person's Assignment Contracts

Contract #			Load Period Dates		Type	Payment Method	Description
			Start Dt	End Dt			
1			02/01/20	05/22/20	FACF Facul	SLRY Sala	Automatically Creat
2			08/26/19	12/13/19	FACF Facul	SLRY Sala	Automatically Creat

Figure 8. Person's Assignment Contract Summary.

3. (OPTIONAL) If you are unsure if a particular row is the correct one for deleting, or if you want to find details on the assignment, click the drill down icon shown in position B of Figure 8.
 - a. This will lead you to PACT *Person Assignment Contract*. This page gives you some basic information about the faculty member and a summary of the loads and statuses. Click the drilldown to get to the next level of detail.
 - b. The *Assignment Contract Load Period (ACLP)* which appears next will provide the reassignment's campus organization and load. Note that the assignment type (Asgmt Type) will be *Campus Adv*. Drilling down one last time on the icon will take you to the lowest level of detail.
 - c. *Contract Load Period Position (CLPP)* will list the instructional and non-instructional assignments for this faculty member. There is little need to drill down this far.
4. To complete the delete of this reassignment, you must go to the FMBS (*Faculty Memberships*) screen and under the *Advisor To* table click on the appropriate row (match the campus organization and load period dates) and follow the same row delete procedure given in paragraph 2.a-d above.

FMBS - Faculty Memberships ☆ Save Save All Cancel

1 of 1 Organization Membership No Values

Member Of	Start Date	End Date	Role	Load
1				
2				
10				

Advisor To	Start Date	End Date	Role	Load
1 RCBUS Bargaining Unit Sce	08/26/19	12/13/19	Team Member	3.00
2				

Figure 9. FMBS Faculty Memberships.

- To confirm complete removal of the reassignment, reopen FAOA for the erroneous campus organization and enter the faculty member's ID. The deleted rows should no longer appear on the FAOA screen if all steps were successfully accomplished.

[Faculty Workload Reports \(FWKL and FWLR screens\)](#)

Once reassignment entries have been made in FAOA, you can run any of the three faculty workload reports to see the effect of the reassignments on the overall faculty load.

[FWKL Report](#)

This is a quick online report that will list out the details of a faculty member's teaching load ("instructional workload") and reassigned hours ("non-instructional workload") for an entered period.

To run the report, enter the faculty ID on the pop-up that appears. Then, on the form itself, enter the start and end dates of the period you are interested in viewing. Bonus trick: if you only enter a start date and enter or tab out of the field, all entries from the start date to present will be provided. If you provide an end date and enter out of the field, the screen will show only those sections and reassignments for that period. You don't need to save this screen when done, just cancel and exit.

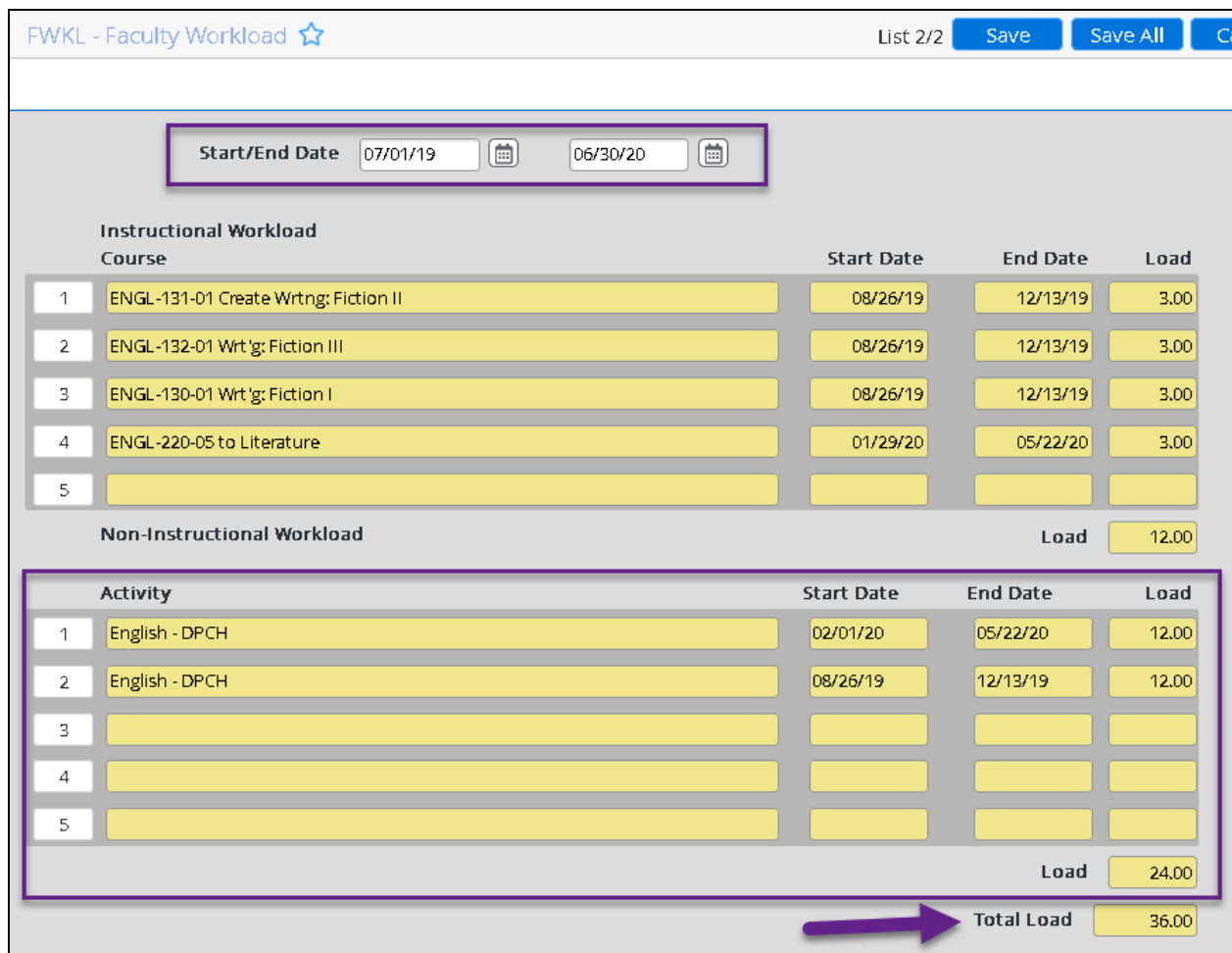


Figure 10. FWLK Faculty Workload Screen Report.

The layout of the form is slightly confusing as the title of the lower table is on the same line as the subtotal from the upper table. Just remember that the rows in the lower table are for reassigned hours and the upper table contains faculty course section teaching assignments. See Figure 10. The total load represents the total LHE assigned to the faculty member during the period.

The downside of this quick report is that there is no easy way to capture the data in a way that can easily be shared. You can put your cursor in either the instructional or the non-instructional workload table and use the export to Excel option, but in either case you only get half of the report. You could take a screenshot of the page, but that isn't easy to edit or share. If you want to share these faculty workload reports, a better option would be to use the FWLR screen.

[FWLR Reports](#)

The FWLR screen is really an interface for building workload reports at either the summary or detail level. You have many choices to make to personalize your report. You can choose any of the following or mix and match them to create exactly the report you need.

Figure 11. FWLR Report Options Screen.

Report Option Fields

Refer to Figure 13 for the fields:

- A. **Workload Period Start and End Dates.** Set the limits for the instructional and reassigned hours. These are mandatory entries.
- B. **Sort Order.** You can use this pulldown to sort group reports. You can sort by department, division, faculty names, location, or school. These sort area names are somewhat confusing and inconsistent. Best practice is to use the ellipsis (...) in the relevant field in the form to see the possibilities in each area. Select the most appropriate.
- C. **Report type: Summary/Detail.** This is where you select the level of detail you want in your report. Summary reports will provide the total counts of LHE for instructional and non-instructional (reassignments). See Figure 12. Detail reports are similar to those found in FWLK where course section and campus organizations/roles are shown. See Figure 10 & Figure 13.

Report Browser		1 of 1		Save As	Export PDF	Print Remote	Default Page View	?
May 18 2020 10:36:12	Faculty Workload 01/29/2020-05/22/2020	Page 1						
DEPARTMENT: English								
DIVISION...:								
SCHOOL...: Languages, Literature & Humani								
INSTRUCTOR:								
				Instructional Assignment Totals:	3.00	3.40		
				Non-Instructional Assignment Totals:	12.00	0.00		
				Instructor Totals:	15.00	3.40		

Figure 12. FWLR Summary Report (individual faculty member).

- D. **Saved List Name.** If you have created a list of faculty IDs in Colleague, you can enter the file name here to use them in the report generation.
- E. **Departments Included/Excluded.** You can pick the departments you want in the report or keep out of your report. Remember you can select multiple report filters, the exclude feature allows you to get a large group and then remove the parts you don't need in your report.
- F. **Divisions Included/Excluded.** Acts in the same way as the department filters. So you might stack these filters to get a report that reports on all of Department (A) EXCEPT for Division (Q).
- G. **Schools.** For capturing LHE for entire schools (or filtering out a school from the College and then specific divisions and/or departments in that school).
- H. **Home Locations.** Filtering based on the primary position location of the faculty members.
- I. **Faculty Members.** You can copy and paste an Excel list of faculty IDs here if you wish or just type in a single name as we did to generate our examples.

There are additional filtering options, but they are beyond the scope of this manual.

WARNING

AT LEAST ONE FILTER CRITERIA HAS TO BE SET ON THIS PAGE OR ELSE YOU WILL RUN THIS REPORT FOR EVERYONE WHO EVER TAUGHT AT SWC. The more faculty included on this report, the slower it will run.

COURSE SECTION		MIN CRED	MAX CRED	CEUS	ACTIVE STUDENTS	INSTR TERM	START DATE	END DATE	DAYS	START TIME	END TIME	LOAD	CONTACT HOURS
ENCL-220-05		3.00			40	20/SP Spring 2020	LEC 01/29/20	05/22/20	MW	11:45AM	01:10PM	3.00	3.40
Instructional Assignment Totals:												3.00	3.40

CAMPUS ORGANIZATION		START DATE	END DATE	ROLE	LOAD	CONTACT HOURS	
English		02/01/20	05/22/20	DPOCH Department Chair	12.00		
Non-Instructional Assignment Totals:						12.00	0.00
Instructor Totals:						15.00	3.40

Figure 13. FWLR Detail Report (individual faculty member).

Running and Printing the Report

1. On the FWLR screen enter your report filtering criteria (see warning above).
2. Click the blue *Save* button on the FWLR screen.
3. Click the *Update* option on the Update Record pop-up that appears.
4. On the print options page, change the Output Device from *P Printer Spooler* to *H Hold/Browse File Output*. See Figure 14.

Peripheral : SETPTR.FIJ005.4948 Description : Faculty Work Load Report
 Process : FWLR Description : Faculty Workload

Output Device	H Hold/Browse File Output	📄
Printer	A Aux Printer ⋮	
Form Name	E Electronic Mail Delivery ⋮	
Banner	M MPC Printer Output	
Security	P Printer Spooler	
Copies	V SAValet	
	SS Stylesheet Printing	

Figure 14. Report Print Options.

5. Click *Save* button then *Update* on the pop-up (again).
6. Leave the standard defaults on the execution and scheduling page that appears. Once again, click blue *Save* button and *Update* on the pop-up.

7. A series of pop-up progress reports will appear. When you see ***** Processing Complete ***** you can click the *Finish* link on the bottom of the pop-up. See Figure 15.
8. *Finish* will remove the pop-up and expose the *Report Browser*. You can chose to save the report as a PDF or use the *Save As* option to save a text version of the report. See top of Figure 12.
9. Click the black X in the upper right corner of the *Report Browser* to return to the FWLR page. Note: if you restart the report selection page your old filter criteria should persist. But on the off chance they don't, it is best practice to document the options used when the approved report is generated.

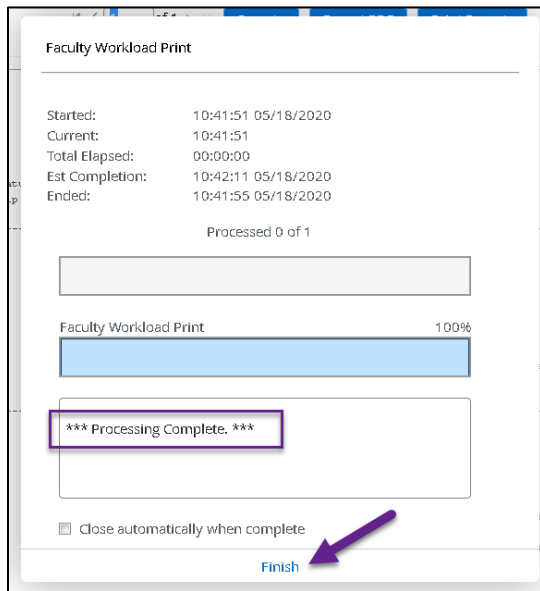


Figure 15. Print Processing Complete.

General Full-time Faculty Workload Rules

Full-time faculty workload is governed by the current faculty (SCEA) contract with the district. While contracts do change over time, these workload rules have remained relatively consistent.

Regular Lecture Hour Equivalent (LHE) requirements.

Faculty members must provide 15 LHE for each of the two full load periods (spring and fall terms) for a total of 30 LHE per academic year. Summer or January LHE does not count toward these limits.

Some flexibility is allowed in each period: a full term load can vary by two LHE. That means, loads of 13-17 LHE for a full load period are acceptable, so long as the annual total is 30 LHE. However, loads over 120% of normal (that is, over 17 LHE for a full term) cannot be classified as regular load. They must be marked as either banked or overload. Overload LHE are paid immediately in the faculty member's current salary. Banked hours are saved and either used to for a future reduced teaching load at full pay or can be "cashed out" at a later date. The choice of banked versus overload LHE is the faculty member's option.

Only instructional LHE can be banked or overloaded. Reassignment (non-instructional) LHE must be charged against the load period in which they are incurred. This is due to limitations in the Colleague system. As a result, reassign hours take precedence over instructional hours. That means, that even

though reassignments often are approved later in the term, they must be accounted for first, which means instructional assignments may need to have their LHE loads recategorized to stay within contract limits.

Lab Hour LHE Adjustments

Load spent in teaching labs is contractually worth less than lecture hours. Each lab LHE is accounted for as 83% of a full lecture hour equivalent (0.83) for all sections taught on or after 21 August 2017. Labs taught prior to that date were worth 80% of a lecture hour (0.80).

Modifying Course Section Assignments due to Reassignments (Case Study)

This section assumes you have already entered an instructional load for the faculty member and now you must go back to modify that course section assignment due to a reassignment you received later in the term. While they may be a bit of a review, there are a couple of critical points in this discussion, please do not skip this, even if you are very familiar with the FASC screen.

As a sample case, assume you have an instructor who is fully loaded in the fall term with 15 LHE of course section teaching assignments. The teaching arrangement on FASC for each section is FF for full time faculty load and the instruction method is LEC for lectures. Now you have been informed that the faculty member has been assigned the Lead in Onboarding subcommittee of the JAGPATH project. She is given three LHE for this term as reassignment hours to allow her to take care of the committee work.

You open FAOA and find that RNJOB is the campus organization ID for this committee noting it is in the JAGPA (Jaguar Pathways) group. You assign her the role of LEAD for this organization and enter a load of three LHE for the load period for fall of this year. FAOA tells you that the load is over the contract limit. You pull FWLR and confirm that she is now at 18 LHE for the term. Since you know anything above 120% of regular term load (120% of 15 LHE is 17 LHE) requires some of that regular FF LHE to be reclassified as either overload or banked hours. You contact the faculty member and she says she wants to bank the full three LHE.

Since you know you can't recategorize reassigned hours, you will need to modify at least one of her scheduled course sections. You run the detail version of FLWR and notice a three LHE load ENGL-220 class. You note the section number and you open FASC for that section in the current fall term. What you see is shown in Figure 16.

FASC - Faculty Section Assignment

Section Faculty Value 1/1

Section: ENGL-220 Term: 19/FA F Status: Active
 Title: Introduction to Literatu Synonym: Status Date: 11/21/18

Faculty Member	St Dt	End Dt	Contr Type	Mstr Position	Percent Contr	Load	Teach Arrgt Load Period
1	08/26/19	12/13/19		LEC	100.00	3.00	FF FT Contract
2							

Figure 16. Initial FASC Entry

You know you will need to change the teaching arrangement to FL to indicate banked hours. You also realize that you need to modify the instructor method to also reflect banked hours so you will need to enter LEC-B in the space provided. (The relationships are shown in Figure 7.) Finally you want to associate this section with the fall load period so you will need to enter 19/FA in that field.

Faculty Member	End Dt	Contr Type	Mstr Position	Percent Contr	Load	Teach Arrgt Load Period
0519596 H. Eudy	12/13/19		LEC	100.00	3.00	FL Load Banking
	08/26/19					19/FA

Figure 17. Modifying FASC Entry

While the teaching arrangement and load period fields accept your entry, you find that when you try to modify the instruction method you see an error: *Record not found: Return to reenter.* (Figure 17) In order to modify the instruction method you must open the SOFF *Section Offering Info*. To do so, click on the drill down icon by the row of the section meeting at the bottom of the FASC screen and choose SOFF in the menu that appears.

When SOFF opens you are likely to see a warning that *Students registered, changes will affect their schedule* as you are generally making these entries after the term has started. Click OK. In the *Instr Method* field you change LEC to LEC-B. A pop-up warning appears that *Section meeting and faculty records with (LEC) will be changed to (LEC-B)*. Since that is exactly what you wanted, you click OK and save the screen.

Back at FASC you now have all four fields aligned with the new data (Figure 18). You simply save the file and exit.

Faculty Member	End Dt	Contr Type	Mstr Position	Percent Contr	Load	Teach Arrgt Load Period
0519596 H. Eudy	12/13/19		LEC-B	100.00	3.00	FL Load Banking
	08/26/19					19/FA

Figure 18. Properly Modified Course Section.

[Using BusinessObjects Reports on Faculty Hours Auditing](#)

There are four BusinessObjects reports currently associated with faculty hours accounting, each with a unique purpose and use. All of these reports are located in the "Faculty Hours Auditing" subfolder of

the Managerial Ad Hoc Reports folder of BusinessObjects. This position allows all administrative assistants as well as administrators to access the files as needed.

Faculty Hour Summary Report

This report will be the one most frequently used to validate and adjust faculty hours. It provides an audit summary of full-time faculty academic and non-academic assignments from 2010 to present. The Summary Report lists all assigned course sections with their teaching arrangements and instructional methods. Section loads are categorized by teaching arrangement and summarized by both term and academic year. The report also contains any contractual or non-contractual reassignments that resulted in load adjustment. The campus organization and role taken in that reassignments are displayed along with the amount of reassigned load. Term and annual summaries are color keyed based on amounts to aid in faculty hour management (see key below).

Faculty ID	Faculty Name	Reporting Year	Period	Section (Primary) or Reassignment Type	Teaching Arrangement or Reassignment Organization	Instructional Method or Role	Load	Reg LHE (FF)	Contract Reassign LHE	Non-contract Reassign LHE	Period Load*	OL LHE (FO)	Bank LHE (FL)	Excess Period Load**
		2019	20/SP	Faculty hours accounting (FRHC)	Academic Senate (ACSEN) / Foreign Language (RCFLA)	Department Chair	6		6					
				SPAN-101-07 (Y)	FF	LEC	5	5						
				SPAN-102-03 (Y)	FF	LEC	5	5						
			20/SP			Term Sum:	10	6			16			1
		2019				Annual Sum:	10	6			16			-14
		2018	18/FA	Faculty hours accounting (FRHC)	Academic Senate (ACSEN) / Foreign Language (RCFLA)	Department Chair	6		6					
				SPAN-101-05 (Y)	FF	LEC	4	4						
				SPAN-101-05 (Y)	FL	LEC-B	1						1	
				SPAN-102-03 (Y)	FF	LEC	5	5						
			18/FA			Term Sum:	9	6			15		1	1
			19/SP	SPAN-101-07 (Y)	FF	LEC	5	5						
				SPAN-102-03 (Y)	FF	LEC	4	4						
				SPAN-102-03 (Y)	FL	LEC-B	1						1	
			19/SP			Term Sum:	9				9		1	-7
		2018				Annual Sum:	18	6			24		2	-8

Figure 19. Faculty Hours Audit Summary Report.

The report is divided by academic departments with faculty members falling under their primary departments (pointer one in Figure 19). It includes faculty identification (pointer two), and summary rows for each term (pointer three) and each academic year (pointer four).

Report Inputs:

None. All full-time faculty records are selected automatically.

Report Filters:

The report can be focused by the use of filters to provide just the data desired. The filter controls appear on the left side of the screen and can be accessed using the input controls icon (arrowed in Figure 20). The Drill Down Filters section is a set of cascading filters, meaning that as each filter is selected, only the relevant options under that filter are shown in the remaining filters. Users can select

any combination of departments, reporting year, and faculty member to drill down to a specific area of the report.

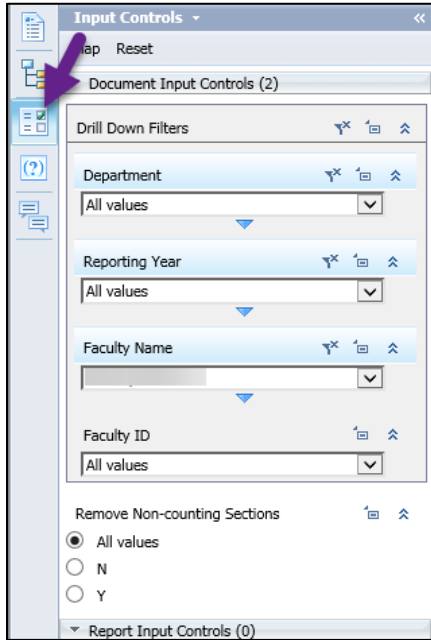


Figure 20. Report Input Controls

In addition to the selection filters, there is an option to remove "non-counting" sections – that is, course sections whose teaching arrangement is either voluntary (FV) or a non-primary cross-listing (XX). By default these sections are shown to aid in data entry QA, but once validated, they can be hidden to simplify and shorten the report.

Report Outputs:

As with all BusinessObjects reports, this report can be exported as an Excel spreadsheet, PDF document, or be printed directly from the site.

Summary Color Coding

As an aid to validating data inputs in Colleague and adjusting faculty loads, the summary values for both term and academic year have unique "traffic light" color coding to provide an immediate status of the faculty load for the period. The values and limits are based on the current faculty contract with the District and are subject to change. As of 2020, the following table provides the scheme behind the color codes based on the loading.

Note that while the load values change between term and annual summaries, the meaning of the color remains the same. This table is provided on the report itself.

Period Load* Key				
Color	Term Load	Annual Load	Counts	Rationale
Green	LHE = 15	LHE = 30	Regular Load and Reassigned Load	Contract requirements met.
Yellow	13 < LHE < 17	28 < LHE < 32		Within the two LHE "carry over" in a term limit in the contract.
Amber	17 < LHE < 21	32 < LHE < 42		Term LHE is above requirements, loads of more than 140% of requirements (15 * 140% = 21 LHE per term).
Dark Red	21 < LHE LHE < 13	42 < LHE LHE < 28		Contract requirements not met: Excessive Load. Contract requirements not met: Minimums not met even when including "carry over" credits.
Period Excess Load** Key				
Color	Term Load	Annual Load	Counts	Rationale
Green	Excess = 0	Excess = 0	Regular, Banked, and Overload Hours and Reassigned Load Against Period Requirements	Contract requirements met without any excess LHE.
Yellow	0 < Excess < 2	0 < Excess < 2		Contract requirements met and excess is within two LHE "carry over" limit.
Amber	2 < Excess < 6	2 < Excess < 12		Above the two LHE "carry over" in a term limit in the contract but below the 140% limit (21-15 = 6 LHE).
Dark Red	6 < Excess Excess is negative	12 < Excess Excess is negative		Period LHE is above requirements, loads of more than 140% of requirements (15 * 140% = 21 LHE per term). Contract requirements not met: a "negative excess" meaning insufficient hours even when using all sources.

Figure 21. Color Key for Faculty Hour Summary

As shown in the "Counts" column of Figure 21, "Period Load" is only comprised of regular load (that is, teaching assignments of "FF") and any reassigned load for the period. "Excess Load" is the regular load plus any overload ("FO") or banked ("FL") loads. This metric indicates how much the total recorded hours are below or beyond the limits for the period (15 LHE for a term, 30 LHE for a year).

Reassignment Hours Entry QA Report

This report is to aid those responsible for entering faculty contractual and non-contractual reassignments through FAOA. It provides a complete list of any entered reassignments from 2010 to date including the type of reassignment, the campus organization, role, and reassignment load for each term and academic year.

Reassignments for QA							
Faculty Name	Faculty ID	Year	Term	Reassignment Type	Campus Organization Name	Assigned Role	Load
		2019	20/SP	Faculty hours accounting (FRHC)	Academic Senate (ACSEN)/Foreign Language (RCFLA)	Department Chair	6
		2018	18/FA	Faculty hours accounting (FRHC)	Academic Senate (ACSEN)/Foreign Language (RCFLA)	Department Chair	6
		2019	19/FA	Faculty hours accounting (FRHN)	Student Success Programs (STUPR)/Umoja Program (RNUMO)	Liaison	15
		2019	19/FA	Faculty hours accounting (FRHC)	SCEA Bargaining Unit (SCEAU)/Bargaining Unit SCEA (RCBUS)	Vice President	3
			20/SP	Faculty hours accounting (FRHC)	SCEA Bargaining Unit (SCEAU)/Bargaining Unit SCEA (RCBUS)	Vice President	3

Figure 22. Reassignment Hours Entry QA Report.

Report Inputs:

None. All full-time faculty records are selected automatically.

Report Filters:

The report can be focused by the use of filters to provide just the data on an individual faculty member. The filters can be with the input controls icon. Faculty can be found either by faculty ID or name.

Report Outputs:

This report can be exported as an Excel spreadsheet, PDF document, or be printed directly.

There are no automatic QA devices in this report.

Banked Hours Leave Accounting Report

This report spans academic, human resources, and payroll areas to provide a tool for the proper accounting of faculty banked hours. Because the entries are not tied directly to a given academic term, the manually entered comments are used to try to determine period.

The report is in three sections. The first section a running listing of the leave account balances associated with the two categories of banked hours (BLEC and BLAB). This is similar to a checkbook register in layout and ends with the current balance. The second section lists any banked hours that were paid out to the faculty member. The final section compares the listed banked hour loads by instruction method as entered in FASC (section assignments) and that in LEVS (leave accounting).

In the third section, the conversion between LHE and leave hours has been done using the current 18:1 ratio. That is, each LHE is the equivalent of 18 hours of leave time. The paid-out leave time is added back to the LEVS summary. This has all been done for both the FASC and LEVS values to allow an "apples-to-apples" comparison of the values. The differences ("deltas") between FASC and LEVS data are shown. If the two summaries don't match (zero delta) then there is a discrepancy in the system that needs to be researched and corrected.

Report Inputs:

Faculty ID is a required input.

Report Filters:

This report has two filters: "Regular Terms Only" and "Active Sections Only" – by default both are set to yes which removes summer terms (as they are not part of banked hour accounting) and any course section assignment where the section was cancelled. The report brings in all terms and sections to help in any necessary troubleshooting of the faculty member's record.

Colleague Banked Hours Leave Accounting											
Faculty ID	Section ID	Term ID	Faculty Leave Action	Faculty Leave Action Description	Faculty Bank Leave Initial Row Balance	Faculty Banked Leave Hours Entry	Faculty Bank Leave Final Row Balance	Faculty Leave Plan Type	LHE Conversion of Leave Hours	Leave Detail Entry Date	Faculty Leave Entry Comment
	LEG-225-801	16/FA	A	Accrue Leave	0.00	18.00	18.00	BKD	1.25	5/4/17	16/FA LEG 225 801
	LEGL-260-60	14/FA	A	Accrue Leave	18.00	18.00	36.00	BKD	1.25	12/1/14	14/FA LEGL 260 60
	Correction		J	Adjust (change) Leave	36.00	-7.20	28.80	BKD	-0.50	5/4/17	Correction
				Current Balance for BLAB:			28.8		2.00		
	LEGL-261-60	15/FA	A	Accrue Leave	0.00	3.60	3.60	BNK	0.20	12/20/15	15/FA LEGL 261 60
	LEGL-261-60	15/FA	A	Accrue Leave	3.60	36.00	39.60	BNK	2.00	10/12/16	15/FA LEGL 261 60
	LEGL-272-501	16/SP	A	Accrue Leave	39.60	54.00	93.60	BNK	3.00	5/4/17	16/SP LEGL 272 501
	LEGL-255-501	16/FA	A	Accrue Leave	93.60	43.20	136.80	BNK	2.40	5/4/17	16/FA LEGL 255 501
	LEGL-255-502	17/SP	A	Accrue Leave	136.80	43.20	180.00	BNK	2.40	5/4/17	17/SP LEGL 255 502
	Correction		A	Accrue Leave	180.00	-36.00	144.00	BNK	-2.00	5/4/17	correction
	LEGL-255-501	18/SP	A	Accrue Leave	144.00	44.28	188.28	BNK	2.46	5/1/18	18/SP LEGL 255 501
	LEGL-272-501	18/FA	A	Accrue Leave	188.28	36.00	224.28	BNK	2.00	12/1/18	18/FA LEGL 272 501
	LEGL-272-501	19/SP	A	Accrue Leave	224.28	36.00	260.28	BNK	2.00	5/1/19	19/SP LEGL 272 501
	LEGL-255-501	16/FA	J	Adjust (change) Leave	260.28	-10.80	249.48	BNK	-0.60	5/4/17	Correction 16/FA LEGL 255 501
				Current Balance for BLEC:			249.48		13.86		

Banked Hours Paid Out Summary							
Faculty Pay-out ID	Pay-out Date	Pay-out Advice No	Pay-out Earn Type	Pay-out Earn Type Description	Pay-out Hours	Pay-out LHE Amount	Pay-out Amount
	2/29/20	080199	OLB	Banked Hours Buy Out	10.35	0.58	\$564.70
				Total Paid Out:	10.35	0.58	\$564.70

FASC/LEVS Summaries Comparison				
Category	FASC Info		LEVS Info	
	LHE	Calc LV Hrs	Calc LHE	LV Hrs
LAB	0.80	14.4	2.00	28.8
LEC	11.86	213.48	13.86	249.48
Total:	12.66	227.88	15.86	278.28
Plus Paid-Out Banked Hours:			0.58	10.35
Total Leave Hours Ever Earned:			16.44	288.63
Deltas	-3.20	-50.40	3.20	50.40

Figure 23. Banked Hours Accounting Report

Report Outputs:

This report can be exported as an Excel spreadsheet, PDF document, or be printed directly.

There are no automatic QA devices in this report. Data is provided as is.

Faculty Banked and Overload LHE by Year and Term

This is a summary sheet that provides the total assigned banked and overload LHE by term and year. The report includes a detail sheet with individual course section assignments and loads for off-line QA.

Report Inputs:

None. This report will pull data from 2010 forward.

Report Filters:

This report has two filters for the cross-table summary: the teaching arrangement and the academic year. More than one academic year can be selected simultaneously.

Report Outputs:

This report can be exported as an Excel spreadsheet, PDF document, or be printed directly.

There are no automatic QA devices in this report. Data is provided as is. Errors will appear to the discerning eye: like having banked hours assigned during a summer session in 2020 or figures associated with AY 2021 when those sections are not released yet.

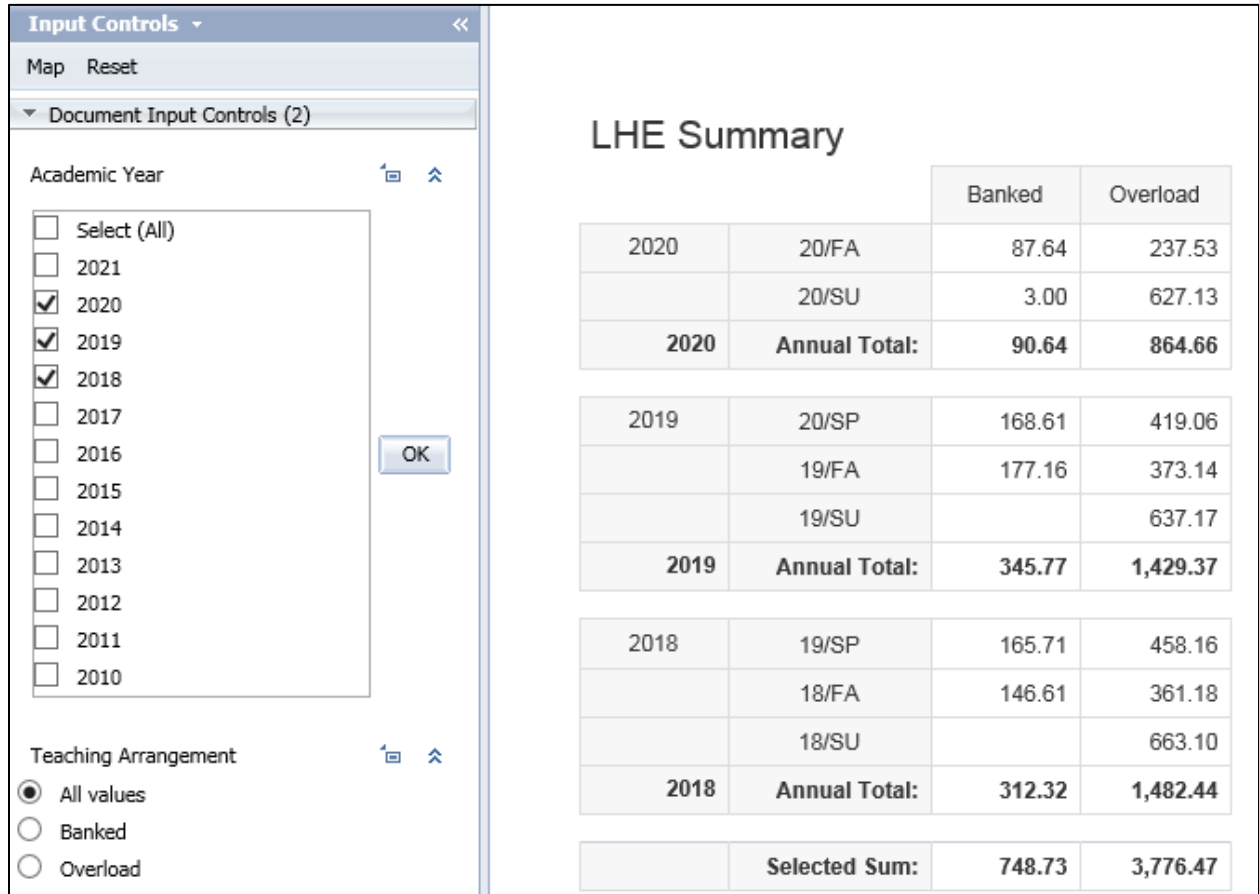


Figure 24. Faculty Banked and Overload LHE by Year and Term.

Appendix A

Campus Organizations (for Reassignments) as of May 2020

Org ID	Organization Name	Default Role	Organization Group	Organization Type
RCASL	Academic Senate Leadership	President (PRES)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCATC	Academic Technology Committee	Committee Chair (COCH)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCABA	Accounting & Business Admin	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCAOC	Accreditation Oversight Cmte	Committee Co-Chair (CCCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCAJE	Admin of Justice, EMT, & FS	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCATE	Applied Technologies	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCBUS	Bargaining Unit SCEA	Representative (REPR)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCBSC	Behavioral Sciences	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCCDE#	Child Development	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCCEL	CIS & Electronics	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCCOM	Communication	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCASE	Communication and Research	State Delegate (DELA)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCCOC	Council of Chairs	Committee Chair (COCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCCPD	Counseling & Personal Developm	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCCUC	Curriculum Committee	Committee Co-Chair (CCCH)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCDSS	Disability Support Services	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCENG	English	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCESL	English As Second Language	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCESA	Exercise Science/Athletics	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCFAS*	Family Studies	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCFLA#	Foreign Language	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCFOT	Forensics Team	Faculty Advisor (FADV)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCHEA	Health	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCHUM	Humanities	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCIPR	Institutional Program Review	Coordinator (COOR)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCLIB	Library	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCLSC	Life Science	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)

Org ID	Organization Name	Default Role	Organization Group	Organization Type
RCMAT	Mathematics	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCNET	Negotiation Team	Team Member (TMBR)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCNUR	Nursing	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCOIS	Office Information Systems	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCPAR	Performing Arts	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCPHI	Philosophy (Obsolete)	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCPSC	Physical Sciences	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCREA	Reading	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCSSC	Social Sciences & Cultural Stu	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCSLO	Student Learning Outcomes	Coordinator (COOR)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCSUN	Sun Student Newspaper	Faculty Advisor (FADV)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCTRE	Tenure Review	Coordinator (COOR)	SCEA Bargaining Unit (SCEAU)	Contract Hours (FRHC)
RCVAR	Visual Arts	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RCWLA*	World Languages	Department Chair (DPCH)	Academic Senate (ACSEN)	Contract Hours (FRHC)
RNAEB	Adult Education Block Grant	Coordinator (COOR)	Miscellaneous Grant Work (MISCG)	Non-contract Hours (FRHN)
RNALP	Athletic Learning Program	Project Participant (PART)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
RNBBM	Basketball (Men's)	Coach (COAC)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNBTP	Biotechnology Prog-Obsolete	Director (DIRT)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNBTF	Bridge to Future Prog-Obsolete	Coordinator (COOR)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
RNJCE	Career Exploration Team	Team Lead (LEAD)	Jaguar Pathways (JAGPA)	Non-contract Hours (FRHN)
RNCNA	CNA Program	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNCEW	Cont Ed, Econ & Workforce Dev	Coordinator (COOR)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNCEC	Continuing Education Committee	Committee Co-Chair (CCCH)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNCCT	Cross-country and Track	Coach (COAC)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNJDE	Development Education Team	Team Lead (LEAD)	Jaguar Pathways (JAGPA)	Non-contract Hours (FRHN)
RNDEP	Distance Education Program	Coordinator (COOR)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)

Org ID	Organization Name	Default Role	Organization Group	Organization Type
RNPMP	EMT/Paramedic Program	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNFSP	Fire Science Program	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNFBL	Football	Coach (COAC)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNJIP	Integrated Planning Team	Team Lead (LEAD)	Jaguar Pathways (JAGPA)	Non-contract Hours (FRHN)
RNITE	Integrated Teacher Education	Project Participant (PART)	Miscellaneous Grant Work (MISCG)	Non-contract Hours (FRHN)
RNJPA	Jaguar Pathways Program	Coordinator (COOR)	Jaguar Pathways (JAGPA)	Non-contract Hours (FRHN)
RNLAS	Learning Assistance Services	Coordinator (COOR)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
RNLOS	Line of Sight Instructor (MSE)	Instructor (INST)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
RNMCL	Math Center Lab	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNMGW	Miscellaneous Grant Work	Coordinator (COOR)	Miscellaneous Grant Work (MISCG)	Non-contract Hours (FRHN)
RNMPW	Miscellaneous Project Work	Project Participant (PART)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
REASG	Miscellaneous Re-Assigned Time	Grant Researcher (GRNT)	NULL	Non-contract Hours (FRHN)
RNNSF	Natl Sci Foundation Grants	Director (DIRT)	Miscellaneous Grant Work (MISCG)	Non-contract Hours (FRHN)
RNJOB	Onboarding Team	Team Lead (LEAD)	Jaguar Pathways (JAGPA)	Non-contract Hours (FRHN)
RNOWL	Online Writing Lab (owl)	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNPLP	Paralegal Program	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNPLS	Pharmaceutical & Lab Science	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNPOL	Pool	Coordinator (COOR)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNJPD	Professional Development Team	Team Lead (LEAD)	Jaguar Pathways (JAGPA)	Non-contract Hours (FRHN)
RNPUE	Puente Program	Liaison (LIAI)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
RNBSP	Regional Basic Skills Partnership	Liaison (LIAI)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)

Org ID	Organization Name	Default Role	Organization Group	Organization Type
RNSBG	SB Botanic Garden & Horticulture	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNSRM	Soccer (Men's)	Coach (COAC)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNSBW	Softball (Women's)	Coach (COAC)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNSOC	ST/ORN/CST Program	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNSWF	Strong Workforce Program	Coordinator (COOR)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
RNTEN	Tennis	Coach (COAC)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNUMO	Umoja Program	Liaison (LIAI)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
RNUAE	Universal Achmt for Excellence	Coach (COAC)	Student Success Programs (STUPR)	Non-contract Hours (FRHN)
RNVNU	VN Program	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)
RNVOW	Volleyball (Women's)	Coach (COAC)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNWPW	Water Polo (Women's)	Coach (COAC)	Athletic Program (ATPRG)	Non-contract Hours (FRHN)
RNWCE	Writing Center	Coordinator (COOR)	Academic Program (ACPRG)	Non-contract Hours (FRHN)

*New names for departments as of 2020-21.

#Old names for departments (up to 2019-20).

Appendix B

Reassignment Roles (As of June 2020)

Role ID	Role Title
ACPR	Accreditation Preparer
ATRE	Asst Treasurer
CHAR	Chair
COAC	Coach
COLD	Co-Lead
CROD	Comm & Rsrch Off/Senate Del
COCH	Committee Chair
CCCH	Committee Co-Chair
COOR	Coordinator
DELA	Delegate
DPCH	Department Chair
DCHA	Department Chair (acting)
DPCI	Department Chair (interim)
DIRT	Director
FADV	Faculty Advisor
FCOC	Faculty Co-Chair
FCOR	Faculty Coordinator
GRNT	Grant Researcher
GRCH	Grievance Chair
GOFF	Grievance Officer
INST	Instructor
INVE	Investigator
LIAI	Liaison
ORGC	Organizing Chair
PRES	President
PREE	President (Elect)
PGLD	Program Lead
PART	Project Participant
REPR	Representative
REPP	Representative (part-Time)
SECR	Secretary
SECA	Secretary (Acting)
LEAD	Team Lead
TMBR	Team Member
TREA	Treasurer
VPRS	Vice President

Appendix C

Load Period Dates (As of May 2020)

Load Period ID	Load Period Name	Load Period Start Date	Load Period End Date
10/SU	Summer 2010	06/07/2010	08/05/2010
10/FA	Fall 2010	08/17/2010	12/17/2010
11/JA	January 2011	12/18/2010	01/23/2011
11/SP	Spring 2011	01/24/2011	05/20/2011
11/SU	Summer 2011	05/21/2011	08/14/2011
11/FA	Fall 2011	08/15/2011	12/16/2011
12/JA	January 2012	12/17/2011	01/31/2012
12/SP	Spring 2012	02/01/2012	05/18/2012
12/SU	Summer 2012	05/19/2012	08/19/2012
12/FA	Fall 2012	08/20/2012	12/20/2012
13/JA	January 2013	12/21/2012	01/28/2013
13/SP	Spring 2013	01/29/2013	05/24/2013
13/SU	Summer 2013	05/25/2013	08/18/2013
13/FA	Fall 2013	08/19/2013	12/20/2013
14/JA	January 2014	12/21/2013	01/28/2014
14/SP	Spring 2014	01/29/2014	05/30/2014
14/SU	Summer 2014	05/31/2014	08/17/2014
14/FA	Fall 2014	08/18/2014	12/19/2014
15/JA	January 2015	12/20/2014	01/28/2015
15/SP	Spring 2015	01/29/2015	05/29/2015
15/SU	Summer 2015	05/30/2015	08/23/2015
15/FA	Fall 2015	08/24/2015	12/12/2015
16/JA	January 2016	12/13/2015	01/29/2016
16/SP	Spring 2016	01/30/2016	05/27/2016
16/SU	Summer 2016	05/28/2016	08/21/2016
16/FA	Fall 2016	08/22/2016	12/09/2016
17/JA	January 2017	12/10/2016	01/28/2017
17/SP	Spring 2017	01/29/2017	05/26/2017
17/SU	Summer 2017	05/27/2017	08/20/2017
17/FA	Fall 2017	08/21/2017	12/08/2017
18/JA	January 2018	12/09/2017	01/29/2018
18/SP	Spring 2018	01/30/2018	05/25/2018
18/SU	Summer 2018	05/26/2018	08/19/2018
18/FA	Fall 2018	08/20/2018	12/07/2018
19/JA	January 2019	12/08/2018	01/31/2019
19/SP	Spring 2019	02/01/2019	05/24/2019
19/SU	Summer 2019	05/25/2019	08/25/2019
19/FA	Fall 2019	08/26/2019	12/13/2019
20/JA	January 2020	12/14/2019	01/31/2020
20/SP	Spring 2020	02/01/2020	05/22/2020
20/SU	Summer 2020	05/23/2020	08/23/2020
20/FA	Fall 2020	08/24/2020	12/11/2020

Load Period ID	Load Period Name	Load Period Start Date	Load Period End Date
21/JA	January 2021	12/12/2020	01/30/2021
21/SP	Spring 2021	01/31/2021	05/28/2021
21/SU	Summer 2021	06/07/2021	08/05/2021
21/FA	Fall 2021	08/01/2021	12/31/2021
22/SP	Spring 2022	01/01/2022	05/31/2022
22/SU	Summer 2022	06/01/2022	07/31/2022
22/FA	Fall 2022	08/01/2022	12/31/2022
23/SP	Spring 2023	01/01/2023	05/31/2023
23/SU	Summer 2023	06/01/2023	07/31/2023
23/FA	Fall 2023	08/01/2023	12/31/2023
24/SP	Spring 2024	01/01/2024	05/31/2024

[Appendix D](#)

Relevant Colleague Screens

Screen	Name	Use
ACLP	Assignment Contract Load Period	For information only on reassignment
CLPP	Contract Load Period Position	For information only on reassignment
COTY	Campus Organization Types	Type Entry
COMT	Campus Organizations	Entry/Modify Campus Organizations Info
FAOA	Faculty Organization Assignment	Reassignment hour entry
FASC	Faculty Section Assignment	Assigning teaching hours
FMBS	Faculty Memberships	Deleting erroneous entries in FAOA
FWLR	Faculty Workload (Report)	Printable workload report
FWKL	Faculty Workload (Screen)	Visual workload report
PACS	Person's Assignment Contract Summary	Deleting erroneous entries in FAOA
PACT	Person Assignment Contract	For information only on reassignment
ROLE	Roles for Campus Organizations	Role Entry
VAL	Validations Codes	Organization grouping descriptions, contract assignment types, position time record types, PLP status and other fields with internal validation codes.

[Appendix E](#)

Campus Organization Groupings

Campus Organization Group ID	Group Description
ACPRG	Academic Program
ACSEN	Academic Senate
ATPRG	Athletic Programs
LEAVE	Contractual Leave Periods
JAGPA	Jaguar Pathways
MISCG	Miscellaneous Grant Work
SCEAU	SCEA Bargaining Unit
STUPR	Student Success Programs

Appendix F

Active Department, Division, and School Coding As of 20 May 2020

Dept ID	Department Name	Div ID	Division Name	Sch ID	School Name
3A528	AB528	--	--	--	--
1ACAF	Academic Affairs	--	--	--	--
1ACIS	Academic Information Services	--	--	--	--
6ACSE	Academic Senate	--	--	--	--
1ASC	Academic Success Center	C	Technol/Human Servs	--	--
AC	Accounting & Business Admin.	--	--	O	Business and Technology
3ADJB	Adjunct Base Position	--	--	--	--
TECH	Admin. of Justice, FS, & EMT	--	--	U	HEC At Otay Mesa
5A&R	Admissions & Records	--	--	--	--
5ADMS	Admissions & Records	--	--	--	--
1AMER	Americorps	--	--	--	--
5AMER	Americorps/Service Learning	--	--	--	--
APT	Applied Technologies	--	--	O	Business and Technology
TEST	Assessment	--	--	T	Academic Affairs
5TEST	Assessment	--	--	--	--
BUCEA	Assessment Business	--	--	--	--
5ASSM	Assessment Center	--	--	--	--
CELSA	Assessment ESL	T	Academic Affairs	--	--
3ASCO	Assignment Completed	--	--	--	--
1BACA	Basic Police Academy	--	--	--	--
BSC	Behavioral Sciences	--	--	B	Arts, Comm and Social Sciences
3BNFT	Benefits	--	--	--	--
1BETR	BETRC	--	--	--	--
2BOOK	Bookstore	--	--	--	--
BUSI	Business	--	--	O	Business and Technology
2BUAF	Business & Financial Affairs	--	--	--	--
2BUSO	Business & Operations	--	--	--	--
2CAFE	Cafeteria	--	--	--	--
1CALW	CalWorks	--	--	--	--

Dept ID	Department Name	Div ID	Division Name	Sch ID	School Name
1CWKRK	CalWORKs	--	--	--	--
5CWOC	Calworks Off Campus Workstudy	--	--	--	--
2CPOD	Campus Police Department	--	--	--	--
2CPOL	Campus Police Department	--	--	--	--
5CARC	Career Center	--	--	--	--
5CCTR	Career Center	--	--	--	--
2CASH	Cashiering	--	--	--	--
3CATE	Categorically Funded - MIS	--	--	--	--
1WOMC	Center for Career & Tech Succ	--	--	--	--
1CDCL	Child Develop Center/Lab	--	--	--	--
CIE	CIS and Electronics	--	--	O	Business and Technology
6CPOL	College Police	--	--	--	--
6CRPI	Comm Relations & Public Inf	--	--	--	--
COM	Communications	--	--	B	Arts, Comm and Social Sciences
CS	Community Service	--	--	J	Continuing Education
6COMP	Computer Systems & Services	--	--	--	--
4CSS	Computer Systems & Services	--	--	--	--
2CSS	Computer Systems & Services	--	--	--	--
1COED	Continuing Education	--	--	--	--
1COCR	Contracting Opportunities Ctr.	--	--	--	--
5COC	Contracting Opportunities Ctr.	--	--	--	--
1COOP	Cooperative Education	--	--	--	--
5COUN	Counseling & Matriculation	--	--	--	--
PD	Counseling & Stdnt Spprt Prog	--	--	R	Counseling & Stdnt Spprt Prog
1AQUA	Crown Cove Aquatic Center	--	--	--	--
5CTEC	CTECS/WRC	--	--	--	--
1SBDI	Ctr for Int'l Trade Dev	--	--	--	--
2CUST	Custodial	--	--	--	--
DH	Dental Hygiene	--	--	D	HEC at National City
5DSPS	Disability Support Services	--	--	--	--
5DSS	Disability Support Services	--	--	--	--
DSS	Disabled Stu Serv	--	--	S	Disability Support Serv

Dept ID	Department Name	Div ID	Division Name	Sch ID	School Name
1EDCT	Economic Dev/Custom Training	--	--	--	--
1EDSS	Educational Support Services	--	--	--	--
3HRES	Employee Services	--	--	--	--
ESL	Engl as a Sec Lang	--	--	I	Languages, Literature & Humani
ENGL	English	--	--	I	Languages, Literature & Humani
5EOPS	EOPS	--	--	--	--
EDI	Equity, Diveristy & Inclusion	--	--	--	--
5EVAL	Evaluations	--	--	--	--
PHED	Exercise Science	--	--	F	Wellness, Exrcs Sci & Athltcs
1EXTC	Extension	--	--	--	--
2BOPS	Fac, Operations & Planning	--	--	--	--
2FACI	Facilities	--	--	--	--
CHI	Family Studies	--	--	P	HEC at San Ysidro
5SWCS	Fed Wrkstudy Community Service	--	--	--	--
FTMA	Film, Television & Media Arts	B	Arts/Communication	--	--
5FAID	Financial Aid	--	--	--	--
5FINA	Financial Aid	--	--	--	--
2FISC	Financial Services	--	--	--	--
2FIAF	Fiscal Affairs	--	--	--	--
2FISV	Fiscal Services	--	--	--	--
2FOOD	Food Services	--	--	--	--
5GEAR	Gear Up Program	--	--	--	--
GE	General Education	--	--	R	Counseling & Stdnt Spprt Prog
6GOVB	Governing Board	--	--	--	--
4GRNT	Grants	--	--	--	--
2GRND	Grounds	--	--	--	--
HEA	Health	--	--	F	Wellness, Exrcs Sci & Athltcs
5HLTH	Health Services	--	--	--	--
5HLTS	Health Services	--	--	--	--
1HEC	HEC at NC & Crown Cove	--	--	--	--
1HECO	HEC Otay Mesa	--	--	--	--
1SYEC	HEC San Ysidro	--	--	--	--

Dept ID	Department Name	Div ID	Division Name	Sch ID	School Name
1OTAY	Higher Ed Center, Otay Mesa	--	--	--	--
1HEDC	Higher Education Center	--	--	--	--
1HSI	Hispanic Serving Institution	T	Academic Affairs	--	--
3HR	Human Resources	--	--	--	--
3HRLA	Human Resources & Legal Affair	--	--	--	--
3HROP	Human Resources Operations	--	--	--	--
HU	Humanities	--	--	I	Languages, Literature & Humani
1IVSM	Imp Vly Small Bus Dev Center	--	--	--	--
4RSCH	Inst Research,Grants&Planning	--	--	--	--
4IADV	Institutional Advancement	--	--	--	--
6IT	Institutional Technology	--	--	--	--
1INAA	Instruction/Academic Affairs	--	--	--	--
1IRES	Instructional Resources	--	--	--	--
1OIS	Instructional Support Services	--	--	--	--
6ITS	Instructional Tech Support	--	--	--	--
1ITS	Instructional Tech. Support	--	--	--	--
4ITS	Instructional Technology Suppt	--	--	--	--
2ITS	Instructional Technology Suppt	--	--	--	--
INS	Insurance	--	--	O	Business and Technology
IDNM	Interdisc New Media	--	--	B	Arts, Comm and Social Sciences
INT	International Business	--	--	O	Business and Technology
1INTP	International Programs	--	--	--	--
5CISP	International Studies	--	--	--	--
LEAD	Leadership and Supervision	--	--	O	Business and Technology
1LRCT	Learning Resource Center	--	--	--	--
1LR	Learning Resources	--	--	--	--
1LIBR	Library	--	--	--	--
LIB	Library	--	--	K	Library
1LIB	Library Support Services	--	--	--	--
LIF	Life Sciences	--	--	G	Math, Science, & Engr
2MAIN	Maintenance	--	--	--	--
1MSE	Math, Science & Engineering	--	--	--	--

Dept ID	Department Name	Div ID	Division Name	Sch ID	School Name
MAEN	Mathematics	--	--	G	Math, Science, & Engr
5MTTC	Matriculation/Transfer Center	--	--	--	--
MLT	Medical Laboratory Technology	--	--	D	HEC at National City
6CREL	Mktng, Comm, Cmty & Gov Rltns	--	--	--	--
NT	Non-Traditional Credit	Z	Administrative Off.	--	--
NC	Noncredit	--	--	J	Continuing Education
NUR	Nursing	--	--	U	HEC At Otay Mesa
1NURS	Nursing	--	--	--	--
6FDN	Off Ofdevelopment & Foundation	--	--	--	--
OIS	Office Information Systems	--	--	O	Business and Technology
OISNC	Office Information Systems-Nc	--	--	D	HEC at National City
OISOT	Office Intensive Training	--	--	U	HEC At Otay Mesa
FDN	Office of Develop & Foundation	--	--	--	--
OIE	Office of Institutional Effect	--	--	--	--
1OINS	Office of Instruction	--	--	--	--
2OFSS	Office Support Services	--	--	--	--
2OSS	Office Support Services	--	--	--	--
5OUTR	Outreach	--	--	--	--
1EMT	Paramedic	--	--	--	--
2PAY	Payroll & Risk Management	--	--	--	--
2PAYS	Payroll Services	--	--	--	--
PA	Performing Arts	--	--	B	Arts, Comm and Social Sciences
PSD	Physical Sciences	--	--	G	Math, Science, & Engr
2PRNT	Print Shop	--	--	--	--
2PRSH	Print Shop	--	--	--	--
1COC	Procure.Tech.Asst.Ctr. PTAC	--	--	--	--
2PRCH	Purch, Cntrcting & Ctrl Srvcs	--	--	--	--
2PURW	Purchasing/Warehouse	--	--	--	--
RDG	Reading Department	--	--	I	Languages, Literature & Humani
1RHOR	Regional Health Occupations	--	--	--	--
6RSCH	Research	--	--	--	--
3RETC	Retired/Cont Service	--	--	--	--

Dept ID	Department Name	Div ID	Division Name	Sch ID	School Name
2RISK	Risk Management	--	--	--	--
RISK	Risk Management	--	--	--	--
1ROPC	ROP	--	--	--	--
ROP	ROP Office	--	--	Q	Reg. Occupation Pgms-ROP
1SBDC	SBDC Newtork	T	Academic Affairs	--	--
1HESA	Sch of Hlth, Exerc Sci & Athl	--	--	--	--
LLH	Sch of Lang, Lit, & Humanities	--	--	--	--
WESA	Sch Wellness, Ex Sci & Ath	--	--	--	--
1THS	School Applied Tech & Lrn Asst	--	--	--	--
1FAHC	School of Arts & Communication	--	--	--	--
1ART	School of Arts & Communication	--	--	--	--
ACSS	School of Arts, Com & Soc Sci	--	--	--	--
1BTSD	School of Bus & Info Systems	--	--	--	--
1CELA	School of Bus, Prof & Tech Edu	--	--	--	--
BT	School of Business & Tech	--	--	--	--
1CEEW	School of ConEd, Ec & WkfcDev	--	--	--	--
1CEWD	School of Cont. Ed. & Wkfc Dev	T	Academic Affairs	--	--
1PEAT	School of Hlth, Exer Sci & Ath	--	--	--	--
1LANG	School of Language & Lit	--	--	--	--
1MSED	School of Math, Sci & Engr	--	--	--	--
1SOC	School of Soc Sci & Humanities	--	--	--	--
1SOCM	School of Soc Sci & Intl Stud	--	--	--	--
1HPSP	School of Tech & Human Svcs	--	--	--	--
2SECY	Security	--	--	--	--
1SBIT	Small Bus Dev & Intl Trade	--	--	--	--
1SBDL	Small Bus. Dev. Lead Center	--	--	--	--
SSM	Social and Cultural Studies	--	--	B	Arts, Comm and Social Sciences
1SCCC	South County Career Center	--	--	--	--
3SDEV	Staff Development	--	--	--	--
5SACT	Student Activities	--	--	--	--
5STAC	Student Activities	--	--	--	--
5STAF	Student Affairs	--	--	--	--

Dept ID	Department Name	Div ID	Division Name	Sch ID	School Name
5STES	Student Employment Services	--	--	--	--
5SES	Student Employment Services	--	--	--	--
5SSRV	Student Services	--	--	--	--
5STSV	Student Services	--	--	--	--
5STSU	Student Support Services	--	--	--	--
6PRES	Superintendent/President	--	--	--	--
6SUPR	Superintendent/President	--	--	--	--
1TITL	Title III	--	--	--	--
TITLV	Title V	--	--	--	--
5TRAN	Transfer Center	--	--	--	--
5TRNF	Transfer Center	--	--	--	--
5ARTI	Transfer Ctr/Articulation Serv	--	--	--	--
1TUTC	Tutorial Center	--	--	--	--
VET	Veterans Office	--	--	--	--
5VETS	Veterans Services	--	--	--	--
VA	Visual Arts	--	--	B	Arts, Comm and Social Sciences
1VTEA	VTEA Tech Prep	--	--	--	--
6WEB	Web Team	--	--	--	--
WE	Work Experience	--	--	M	Cooperative Work Exp
1WORK	Workforce Dev AEBG & Con Ed	--	--	--	--
FL	World Language	--	--	I	Languages, Literature & Humani
1WTGC	Writing Center	--	--	--	--

Appendix G

Campus Organization Type Entry (COTY)

In order to add new or edit existing organization types, follow these steps:

1. Open COTY.
2. Type in the acronym for the new type (four characters).
 - a. If the acronym exists, the COTY screen will be populated with existing data. White cells can be edited.
 - b. If the acronym is new, a pop-up will appear with the title *Record not found – Reenter or Add* and two options. Selecting *Ok* will return you to the initial screen, while selecting *Add* will open a blank COTY screen that can be used for data entry.
3. The only field that should have entries is the Description.
4. Click *Save* to update.

COTY - Campus Organization Types ☆

Campus Org Type **FRHC**

Description

Allow Portal Site Creation **No**

Administrator Permission Level **Full Control**

Members Site Permission Level **Read**

Advisors Site Permission Level **Design**

Send to Advise **No**

Figure 25. COTY Entry Screen

Appendix H

Campus Organizational Group Entry (VAL)

To add new or edit existing organizational groups, the VAL screen must be used. The number of groups should be kept to a minimum so consider very broad encompassing titles for the groupings.

1. On entry into the VAL screen, a pop-up will appear asking for the application to be used. Enter *ST* for student.

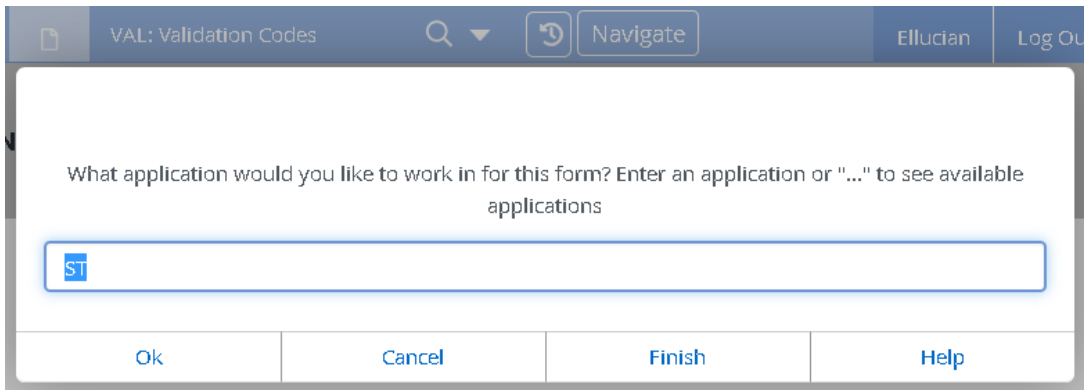


Figure 26. Application Choice in VAL Screen

2. The next entry pop-up that appears asks for the name of these validation codes. Enter *CAMPUS.ORG.GROUPINGS* and press *Ok*.

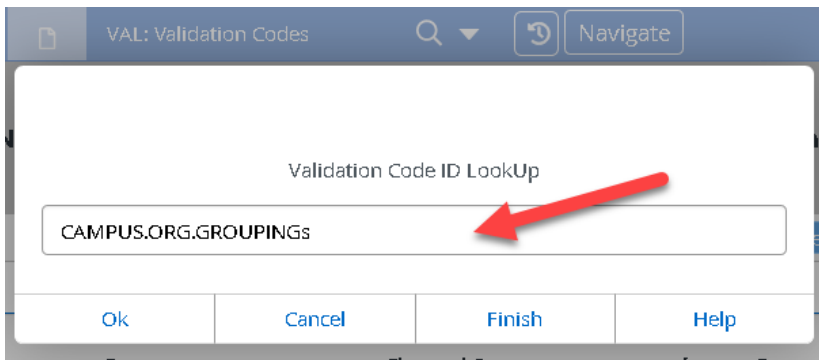


Figure 27. Validation Code ID Entry for VAL Screen

3. On the VAL screen that appears, the list of current campus organization groups is shown. Move to the numbered block in front of Phi Beta Kappa (or whatever else happens to appear after the reassign hour groups) and left click. On the *Select Table Operation* pop-up that appears, select *Insert* to add a new group to the list at the end of the current reassign hour groups.
4. Enter the code, up to five characters, the description, and the minimum entry (Figure 28).
5. Repeat steps 3 and 4 until all new groups have been added, then click *Save*.

VAL - Validation Codes ☆ Save Save All Cancel

Validation Codes Value 6/8

Table Name : CAMPUS.ORG.GROUPINGS Mode Read/Write
 Created On : 01/22/95 By SMG Changed On : 05/20/20 By ELLUCIAN

Code	Description	Min Entry	Special Processing
1 ACSEN	Academic Senate	ACS	
2 SCEAU	SCEA Bargaining Unit	SCEA	
3 JAGPA	Jaguar Pathways	JAGPA	
4 STUPR	Student Success Programs	STUPR	
5 ACPRG	Academic Program	ACPRG	
6			
7 PBK	Phi Beta Kappa Chapter	PBK	
8 FNSBC	Finance Subcommittee	FNSBC	

After Insert

Purpose

- Used to give a way of grouping several campus organizations. The
- expressed need was to be able to set up different chapters of an

Maximum Code Size 5

Zero Fill Numbers (Y/N) No

Figure 28. VAL Inserted Entry

- Existing entries can simply be typed over and saved. In Figure 29, you can see that not only have new rows been entered, the minimum entries of the existing fields were edited to shorten them in order to speed processing.

WARNING

It is **NOT** a good practice to change the codes themselves once used.

Code	Description	Min Entry	Special P
1 ACSEN	Academic Senate	ACS	
2 SCEAU	SCEA Bargaining Unit	SC	
3 JAGPA	Jaguar Pathways	JAG	
4 STUPR	Student Success Programs	ST	
5 ACPRG	Academic Program	ACP	
6 MISCG	Miscellaneous Grant Work	MI	
7 ATPRG	Athletic Programs	AT	
8 LEAVE	Contractual Leave Periods	LE	

Figure 29. Modified VAL entries

- Click *Finish* to complete action.

[Appendix I](#)

Roles Entry (ROLE)

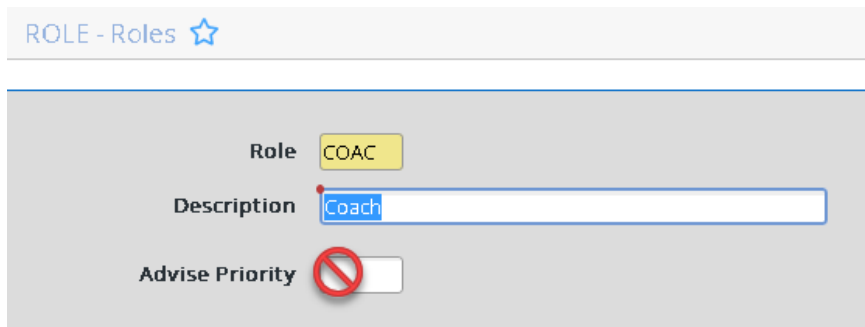
New roles can be entered, but make the roles generic as possible. Use *Coordinator* not *Program Coordinator* or *Puente Program Coordinator*: remember that roles will be combined with organization in the system. Focus on just the basic role.

To enter a new role:

1. Open ROLE and type in the new role code. If the code is already in use, the ROLE page will populate with the old data. If the code is new, the *Record Not Found* pop-up will appear. Choose *Add* to open a blank ROLE page.

WARNING

Do **NOT** overwrite old roles, use new codes instead.



The screenshot shows a web form titled "ROLE - Roles" with a star icon. The form has three main fields: "Role" with a dropdown menu showing "COAC", "Description" with a text input field containing "Coach", and "Advise Priority" with a checkbox that is currently unchecked and has a red prohibition sign over it.

Figure 30. ROLE entry

2. Enter the name of the role in the Description field.
3. Leave Advise Priority blank.
4. Save and update.

[Appendix J](#)

Campus Organization Entry (COMT)

Campus Organizations can be entered as needed to allow for a given level of data discrimination. The only rules in terms of naming is that (1) for reassign hours the first character in the code must be "R" and (2) the second character must be either "C" for contractual reassignments or "N" for non-contractual reassignments. The final three characters are used to name the organization.

NOTE

New data should be entered in this order: organization type, organizational group, roles, campus organization, and then finally faculty assignments.

To create a new organization (this of these as "work groups" or "long-term projects") follow these steps:

1. To edit an existing campus organization, enter its code in the pop-up on the COMT screen. To add a new organization, type in the desired new code. If this code is not currently in use, a pop-up will appear stating "Record Not Found: Reenter or Add". If the code is in use, the COMT screen will populate with the existing data for that code.

WARNING

Do **not** replace existing codings. Create a new code and enter your new organization on that code.

2. If you are entering a new organization code and you see the "Record Not Found" pop-up, click "Add" to start your entries.
3. The COMT screen will open with the entered code shown in the title bar. Enter or skip the following fields as indicated (see Figure 31) :
 - a. Description: Enter the name of the organization
 - b. Type: Use the ellipsis (...) to choose either FRHC or FRHN to indicate the main source of funding (contractual between the SCEA and the district) or non-contractual (external sources like grants). If you don't know which to use, contact HR for assistance.
 - c. Allow Portal Site Creation: SKIP.
 - d. Purpose: enter "Faculty Reassign Hours Accounting".
 - e. Default Role: enter the code for the role most likely to be filled. This role is only used when no role is inputted during assignment to this organization. The ellipsis (...) will provide a list. This field is optional.
 - f. SKIP ALL FIELDS from Organization ID to Sponsors.
 - g. Grouping: select the appropriate group from the pull-down.
 - h. Comments: enter the date the organization was added and your initials.
4. Save the record using the blue button.

COMT - Campus Organizations ☆ New Record

1 of 2 Comments Value 1/1

Campus Organization : RCASL

Description a.

Type b.

Allow Portal Site Creation Default

Portal Site

Purpose d.

Default Role e.

Organization ID ...

Camp Org/Relationship Synchronization Status ...

Locations ...

Year Approved ... Recharter Date ...

Max Members ... Members/Advisors ...

Characteristics ...

Functions ...
 ...

Sponsors ...
 ...

Grouping g.

Comments g.

Figure 31. COMT Screen