

# BANKED LOAD REPORT INSTRUCTIONS



BY

MARY JANE JOHNSON  
BAKERSFIELD COLLEGE

Reprinted Sept. 29, 2008




5. **NOTE: AT THIS POINT YOU MUST DECIDE WHETHER OR NOT YOU WANT TO VIEW OR PRINT THE STAFF ASSIGNMENT SHEET**
6. At Process, enter SWRASGN, Staff Assignments report.
7. Enter parameters as shown below. At Printer Control, at Printer: you must decide whether or not you want to print the SAS from Banner, view it, or export to a browser and save to a file. To save the report and view in Banner, at Printer: type in DATABASE. To print, at Printer: use the drop-down menu value box and select a printer. To export to a browser to be saved to a file, at Printer: type in DATABASE. For only ONE faculty assignment report, change 'Parameter Value,' number 03, to an individual ID number and not the %. % will extract all staff assignment sheets for the designated semester.

The screenshot shows the 'PROD - JInit - Microsoft Internet Explorer' browser window. The main content area is titled 'Process Submission Controls: GJAPCTL 7.3 (PROD)'. It contains the following sections:

- Process:** SWRASGN (selected in a dropdown), Staff Assignments (text input), Parameter Set: (dropdown)
- Printer Control:** Printer: DATABASE (dropdown), Special Print: (text input), Lines: 40 (text input), Submit Time: (text input)
- Parameter Values:** A table with columns 'Number', 'Parameters', and 'Values'.
 

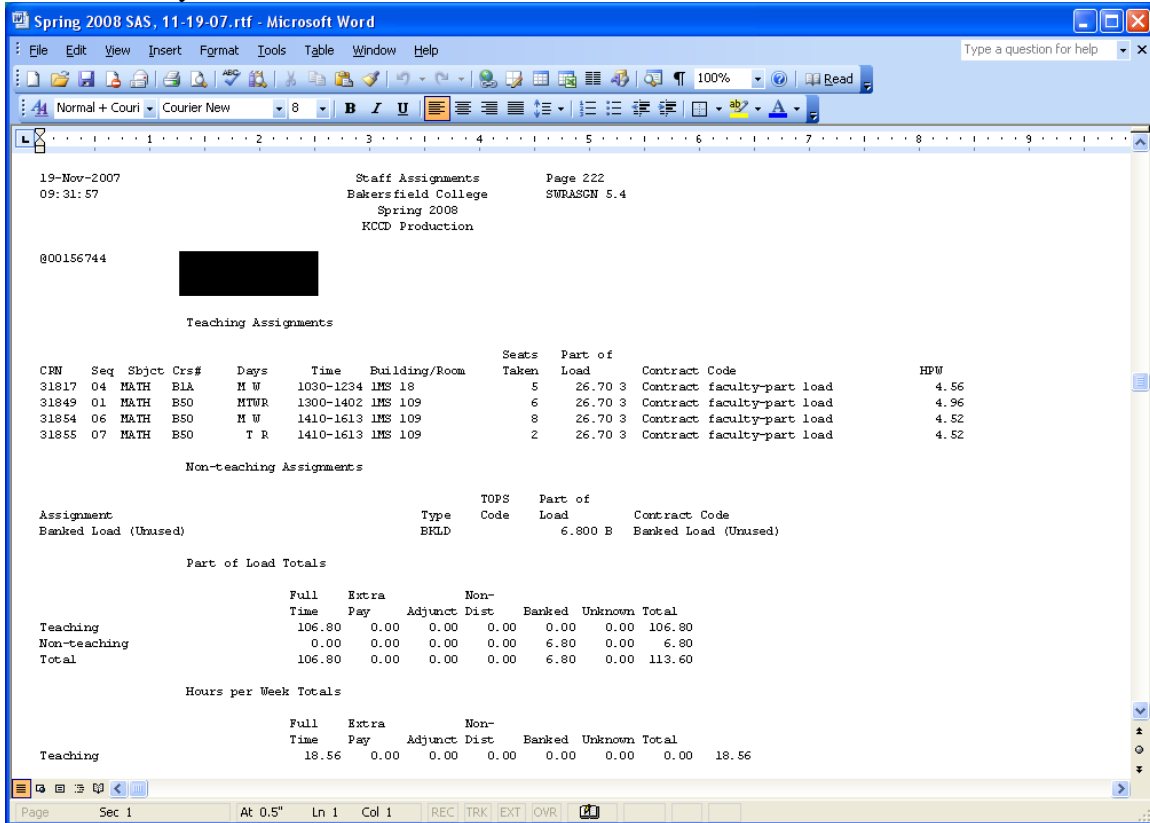
Number	Parameters	Values
01	Campus	B
02	Term	200770
03	Instructor ID	%
04	Part of term (% for all)	%

LENGTH: 1 TYPE: Character O/R: Required M/S: Single  
Enter campus - 1 character
- Submission:**  Save Parameter Set as, Name: (text input), Description: (text input),  Hold,  Submit

8. 
9. Once parameters are complete, at the bottom of screen make a check mark in "Save Parameter Set as"
10. At the bottom of screen make a check mark in "Submit" field (may already be checked but check again).
11. Save parameters by clicking the diskette at top-left of page.
12. When prompted, "Saving current parameter values as user level defaults" – click OK
13. Look at the bottom of the screen, directly below the "Save Parameter Set as" field and you will see the process number Banner has assigned to your report. *Write this file number down for future reference when retrieving the report (Step 31).*

14. Banner will roll back out of GJAPCTL, Process Submission Controls. Wait two minutes. Banner will retrieve information for the report **OR** if you opted to print to a printer it will now print.
15. **NOTE:** If you opted to print, **you are finished.** If you opted to view or export to a Browser, continue.
16. At top of Tool Bar under “Options”, select “Retrieve Output” (GJIREVO).
17. “Saved Output Review” (GJIREVO) form will appear.
18. Double click in Number field (Banner will bring up all reports that are in it’s que to view.
19. Check the file number of the reports shown on the screen. Find the report that corresponds with the file number you wrote down in Step 26. You will note there are two reports with your number, a .lis and a .log report. .lis will list the information you need to retrieve .log will show the process information for the report.
20. Double click on line with .log extension. Go up to “Options” and select “Delete Output”. Banner will come back with the prompt, “Are you sure you want to delete output SWRASGN.XXXXXXX from the database? Select OK.
21. Double click on number block at top of page.
22. Once line with .lis extension appears, double click. You should see report you requested.
23. To save to a Browser continue with number 38. If not saving to a browser skip down to number 41.
24. To save to a Browser click once on the diskette in the upper left hand of the block.
25. Banner will prompt with “You have selected to show (SWRASGN\_\_\_\_\_) in a browser. Do you wish to continue?” Select “Yes.”
26. A prompt box will appear and ask “Do you wish to open or save this file? Select “OPEN.” File will be opened to a temporary WORD file (or EXCEL, depending on what you select).
27. To save to a permanent file, at the Tool Bar select “FILE”
28. Select “Save As”
29. At dialog box enter file name (ex. Fall 2007 SAS, Davis, Earlinda)
30. Save. File has been saved to your documents folder on your C Drive.
- 31. Exit all programs.**
32. To remove .lis report from Banner, go back to Banner.
33. At top of Tool Bar under “Options”, select “Retrieve Output” (GJIREVO).
34. “Saved Output Review” (GJIREVO) form will appear.
35. Double click in Number field (Banner will bring up all reports that are in it’s que to view.
36. Check the file number of the reports shown on the screen. Find the report that corresponds with the file number you wrote down in Step 26.
37. Double click on line with .lis extension. Go up to “Options” and select “Delete Output”. Banner will come back with the prompt, “Are you sure you want to delete output SWRASGN.XXXXXXX from the database? Select OK.

38. Go into WORD. Using the title you created at Step 43, retrieve the file from My Documents in WORD.



### To Use Banked Load:

1. Select **SIAASGN**, Faculty Assignment.
2. At SIAASGN Enter desired TERM and faculty ID
3. Control page down/next block to retrieve faculty load information
4. Make sure faculty contract for 'all' sections is coded as **part of load (3)**
5. Control page down/next block
6. At Faculty Non-Instructional Assignment enter banked load assignments:
  - **TYPE Workload College Department TOPS CONT**
  - **LBLV XX.XXX\*\*\*\* XX XXXX (leave blank) B**
  - \*(LBLV assignment will subtract workload from faculty assignment sheet and Banked load report)



29-Sep-2008 07:43:52 Staff Assignments Bakersfield College Spring 2008 KCCD Production Page 1 SURASGN 5.4

@00003921

Teaching Assignments

CRN	Seq	Subjct	Crs#	Days	Time	Building/Room	Seats Taken	Part of Load	Contract Code	HPW
31168	60	CHDV	B20			10L 0L	22	20.00 3	Contract faculty-part load	3.31
31169	61	CHDV	B20			10L 0L	18	20.00 3	Contract faculty-part load	3.31
31184	50	CHDV	B33	M	1730-2040	1FACE 20	18	20.00 3	Contract faculty-part load	3.40
31192	01	CHDV	B40	M W	0800-0925	1FACE 20	35	20.00 3	Contract faculty-part load	3.40
33447	62	CHDV	B20			10L 0L	13	20.00 2	Contract faculty-overload	3.40

Non-teaching Assignments

Assignment	Type	TOPS Code	Part of Load	Contract Code
Load Banking (overload used)	LELV		20.000 3	Contract faculty-part load

Part of Load Totals

	Full Time	Extra Pay	Non-Adjunct	Dist	Banked	Unknown	Total
Teaching	80.00	20.00	0.00	0.00	0.00	0.00	100.00
Non-teaching	20.00	0.00	0.00	0.00	0.00	0.00	20.00
Total	100.00	20.00	0.00	0.00	0.00	0.00	120.00

Hours per Week Totals

	Full	Extra	Non-

Page 1 Sec 1 1/2 At 3.3" Ln 24 Col 108 REC TRK EXT OVR

11. Confirm Banked Load Report is correct by printing and checking for accuracy.

Battistoni, sample banked load report.rtf - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal + Couri Courier New 8 B I U

SWREKLD 5.4  
29-Sep-2008

Banked Load Balance Report  
Bakersfield College  
Spring 2003 (Baseline) thru Spring 2008  
KUCD Production

Page 2  
07:49:29

ID	Instructor Name	Term	Banked Load	Bank Used Load	Clean Up	Balance	Home College
		Base (Spring 2003)	0.0660	0.0000	0.0000	0.0660	Bakersfield College
		Fall 2003	0.0670	0.0000	0.0000	0.1330	Bakersfield College
		Spring 2004	0.0000	0.1330	0.0000	0.0000	
		Spring 2005	0.0000	0.0670	0.0000	-0.0670	
		Fall 2005	0.1330	0.0000	0.0000	0.0660	
		Spring 2006	0.0000	0.0670	0.0010	0.0000	
		Total	0.2660	0.2670	0.0010	0.0000	
		Base (Spring 2003)	0.0000	0.0000	0.0000	0.0000	Bakersfield College
		Fall 2007	0.2000	0.0000	0.0000	0.2000	Bakersfield College
		Spring 2008	0.0000	0.2000	0.0000	0.0000	Bakersfield College
		Total	0.2000	0.2000	0.0000	0.0000	
		Base (Spring 2003)	0.0000	0.0000	0.0000	0.0000	Bakersfield College
		Fall 2003	0.0330	0.0000	0.0000	0.0330	Bakersfield College
		Spring 2004	0.0000	0.0330	0.0000	0.0000	
		Total	0.0330	0.0330	0.0000	0.0000	
		Base (Spring 2003)	0.0000	0.0000	0.0000	0.0000	Porterville College
		Fall 2006	0.0320	0.0000	0.0000	0.0320	Porterville College
		Total	0.0320	0.0000	0.0000	0.0320	
		Base (Spring 2003)	0.0000	0.0000	0.0000	0.0000	Bakersfield College
		Fall 2004	0.0670	0.0000	0.0000	0.0670	Bakersfield College
		Spring 2005	0.0670	0.0000	0.0000	0.1340	Bakersfield College
		Fall 2005	0.0670	0.0000	0.0000	0.2010	Bakersfield College
		Spring 2006	0.0670	0.0000	0.0000	0.2680	Bakersfield College

Page Sec 1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR

12. If report is accurate, process is complete.

C:\Documents and Settings\mjohnson\My Documents\Banked Load Instructions\Banked Load Instructions.doc