

INSTRUCTIONS FOR ENTERING SPLIT-LOAD ASSIGNMENTS IN BANNER



BY

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A faculty member may elect to have their load split into both part of their load and extra pay in an act to balance their assignment. When that occurs, the following process is to be used.

When a split-load of POL/XPAY occurs for a full-time instructor: **SSASECT**, Schedule.

1. Enter term
2. Enter ADD to add a new section or if known enter CRN
3. Control page down/next block
4. In Section Details page make sure section number is coded with a dash after the two-digit number, example .01-. CAUTION: Banner allows a three digit section number. If possible, assign the split-load to sections with a two-digit section number so the dash should be entered in the third position of the number, XX-.
5. Once through adding the section, SAVE information
6. At Instructor Block of SSASECT go to OPTIONS on the Tool Bar
7. Select **SIAASGN**, Faculty Assignment.
8. At SIAASGN Enter faculty ID
9. Enter Term
10. Control page down/next block to retrieve faculty load information
11. Find section with dash behind section number
12. Make sure faculty contract for section is coded as **part of load (3)**
13. Control page down/next block
14. At Faculty Non-Instructional Assignment block enter the following two assignments:

➤	TYPE	Workload	College	Department	TOPS	CONT
➤	+XP*	XX.XXX****	XX	XXXX	XXXXXX**	2
➤		*(+XP assignment will <u>add</u> workload to XPAY totals)				
➤		**(Must enter a VALID TOPS code for assignment faculty teaches)				
➤	-POL***	XX.XXX****	XX	XXXX	XXXXXX**	5
➤		***(-POL assignment will <u>subtract</u> workload from Full-time totals)				
➤		****(Note: Workload for +XP and -POL should be (0.200 and -0.200)				
15. Save
16. If you view Faculty Workload Totals on SIAASGN they will not be accurate. On the following SAS I have corrected the last total column at the bottom/right of the sheet, but this total would not be accurate on the original report from Banner.
- 17.

Fall 2008 SAS Sample.rtf - Microsoft Word

File Edit View Insert Format Tools Table Window Help

23-Apr-2008 11:51:43

Staff Assignments Page 1
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Fall 2008
KCGD Production

000243399

Teaching Assignments

CEN	Seq	Shift	Crs#	Days	Time	Building/Room	Seats Taken	Part of Load	Contract Code	HPW
71815	60	HRTH	B1A			10L 0L	6	26.70 3	Contract faculty-part load	0.00
71867	04	HRTH	B6A	MTWR	1140-1242	1HS 111	2	26.70 3	Contract faculty-part load	4.96
71885	10	HRTH	EA	MTWTF	0810-0912	1HS 104	1	33.30 3	Contract faculty-part load	6.20
71887	12	HRTH	EA	MTWTF	1030-1132	1HS 109	0	33.30 3	Contract faculty-part load	6.20
73187	13	HRTH	ED	HTWR	1250-1400	1HS 26	1	33.30 2	Contract faculty-overload	5.60

Non-teaching Assignments

Assignment	Type	TOPS Code	Part of Load	Contract Code
Plus Extra Pay	+XP	170100	20.000 2	Contract faculty-overload
Minus Part of Load	-POL	170100	-20.000 5	Split Load

Part of Load Totals

	Full Time	Extra Pay	Non-Adjunct	Dist	Banked	Unknown	Total
Teaching	120.00	33.30	0.00	0.00	0.00	0.00	153.30
Non-teaching	-20.00	20.00	0.00	0.00	0.00	0.00	0.00
Total	100.00	53.30	0.00	0.00	0.00	0.00	153.30

Hours per Week Totals

	Full Time	Extra Pay	Non-Adjunct	Dist	Banked	Unknown	Total
Teaching	17.36	5.60	0.00	0.00	0.00	0.00	22.96

Page Break

Page 1 Sec 1 1/2 At 0.6" Ln 2 Col 82 REC TRK EXT OVR

18. Confirm accuracy by running a Faculty Assignment Sheet from SWRASGN
19. Access form GJAPCTL, Process Submission Controls
20. **NOTE: AT THIS POINT YOU MUST DECIDE WHETHER OR NOT YOU WANT TO VIEW OR PRINT THE STAFF ASSIGNMENT SHEET**
21. At Process, enter SWRASGN, Staff Assignments report.
22. 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.

Process: SWRASGN Staff Assignments Parameter Set:

Printer Control
 Printer: DATABASE Special Print: Lines: 40 Submit Time:

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: Description: Hold Submit

- 23.
24. Once parameters are complete, at the bottom of screen make a check mark in “Save Parameter Set as”
25. At the bottom of screen make a check mark in “Submit” field (may already be checked but check again).
26. Save parameters by clicking the diskette at top-left of page.
27. When prompted, “Saving current parameter values as user level defaults” – click OK
28. 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).
29. 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.
30. **NOTE:** If you opted to print, **you are finished**. If you opted to view or export to a Browser, continue.
31. At top of Tool Bar under “Options”, select “Retrieve Output” (GJIREVO).
32. “Saved Output Review” (GJIREVO) form will appear.
33. Double click in Number field (Banner will bring up all reports that are in it’s que to view.
34. 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.

35. 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.
36. Double click on number block at top of page.
37. Once line with .lis extension appears, double click. You should see report you requested.
38. To save to a Browser continue with number 38. If not saving to a browser skip down to number 41.
39. To save to a Browser click once on the diskette in the upper left hand of the block.
40. Banner will prompt with “You have selected to show (SWRASGN_____) in a browser. Do you wish to continue?” Select “Yes.”
41. 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).
42. To save to a permanent file, at the Tool Bar select “FILE”
43. Select “Save As”
44. At dialog box enter file name (ex. Fall 2007 SAS, Davis, Elinda)
45. Save. File has been saved to your documents folder on your C Drive.
- 46. Exit all programs.**
47. To remove .lis report from Banner, go back to Banner.
48. At top of Tool Bar under “Options”, select “Retrieve Output” (GJIREVO).
49. “Saved Output Review” (GJIREVO) form will appear.
50. Double click in Number field (Banner will bring up all reports that are in it’s que to view.
51. 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.
52. 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.
53. Go into WORD. Using the title you created at Step 43, retrieve the file from My Documents in WORD.

24-Oct-2007
12:01:28

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Instructor #4



Teaching Assignments

CRN	Seq	Sbjct	Crs#	Days	Time	Building/Room	Seats Taken	Part of Load	Contract Code	HPW
31701	01-	HIST	B17B	M W	0800-0925	1H 18	0	30.00	3 Contract faculty-part load	3.40
31702	02	HIST	B17B	M W	0935-1100	1H 18	0	30.00	3 Contract faculty-part load	3.40
31707	07	HIST	B17B	T R	1110-1235	1H 18	0	30.00	2 Contract faculty-overload	3.40
31718	01	HIST	B18	M W	1250-1415	1H 18	0	30.00	3 Contract faculty-part load	3.40
31719	02	HIST	B18	T R	0800-0925	1H 18	0	30.00	3 Contract faculty-part load	3.40
31720	50	HIST	B18	M	1800-2110	1H 18	0	30.00	2 Contract faculty-overload	3.40
31721	51	HIST	B18	W	1800-2110	1H 18	0	30.00	2 Contract faculty-overload	3.40

Non-teaching Assignments

Assignment	Type	TOPS Code	Part of Load	Contract Code
Plus Extra Pay	+XP	220100	20.000 2	Contract faculty-overload
Minus Part of Load	-POL	220100	-20.000 5	Split Load

Part of Load Totals

	Full Time	Extra Pay	Adjunct	Non-Dist	Banked	Unknown	Total
Teaching	120.00	90.00	0.00	0.00	0.00	0.00	210.00
Non-teaching	-20.00	20.00	0.00	0.00	0.00	0.00	0.00
Total	100.00	110.00	0.00	0.00	0.00	0.00	210.00

Hours per Week Totals

	Full Time	Extra Pay	Adjunct	Non-Dist	Banked	Unknown	Total
Teaching	13.60	10.20	0.00	0.00	0.00	0.00	23.80

STEP #1: Enter Contract types

PROD - Jlnit - Microsoft Internet Explorer

File Edit Options Block Item Record Query Tools Help

Faculty/Advisor Information SIAINST 7.0 (PROD)

ID: [REDACTED] Term: 200830

Faculty Contract, College and Department SIAINST 7.0 (PROD)

Faculty Contract

From Term: 200770 Maintenance To Term: 999999

Type	Rule		Default Indicator
1 Contract faculty-part load	CYR Contract academic year		<input checked="" type="checkbox"/>
2 Contract faculty-overload	CEX Contract extra pay		<input type="checkbox"/>
5 Split Load			<input type="checkbox"/>
B Banked Load (Unused)			<input type="checkbox"/>

Faculty College and Department

From Term: 199850 Maintenance To Term: 999999

Home	College	Department	Percentage
<input checked="" type="checkbox"/>	BC Bakersfield College	SSCI Social Science	100
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Contract Type Code; press LIST for valid codes.

Record: 114 | List of Values | Log On

STEP #2: Mark section with hyphen to indicate split load

PROD - Jinit - Microsoft Internet Explorer

File Edit Options Block Item Record Query Tools Help

Schedule (KCCD) SSASECT 7.X.X (PROD)

Term: 200830 CRN: 31701

Section Details

Subject:	HIST History	CEU Indicator:	N
Course Number:	B17B Title: History/United States, 1870	Credit Hours:	3.000
Section:	01-	Billing Hours:	3.000
Cross List:		Contact Hours:	54.000
Campus:	B Bakersfield	Lecture:	54.000
Status:	A Active	Lab:	
Schedule Type:	L Lecture/Discussion	Other:	
Instructional Method:	02 Lecture/Discussion	Link Identifier:	
Integration Partner:		Attendance Method:	W Weekly Census
Grade Mode:		Weekly Contact Hours:	3.40
Session:	D Day	Daily Contact Hours:	
Special Approval:		<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Voice Response and Self-Service Available
Duration:		<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> CAPP Areas for Prerequisites
Part of Term:	B 21-JAN-2008 16-MAY-2008 16	<input type="checkbox"/> Tuition and Fee Waiver	
Registration Dates:			
Start Dates:			
Maximum Extensions:	0		

Long Title Comments Syllabus

Subject, press CQH for existing courses, DupRec for credit information.

STEP #3: Make sure section with split load (hyphen) is marked POL (part of load, not extra pay).

PROD - Jlnit - Microsoft Internet Explorer

File Edit Options Block Item Record Query Tools Help

Faculty Assignment: SIAASGN 7.0 (PROD)

ID: [] Term: 200830

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
31701	01	HIST	B17B	01-	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		20.000	Percent Responsibility:		100	Generated Credits:		.000	Position Number:
Override Workload:		30.000	Weekly Contact:		3.40	FTE:		.30	Position Number Suffix:
Calculated Workload:		30.000	Total Contact:		51.00	Contract Type:		3	Additional Instructors:
Assignment Type:									
31702	01	HIST	B17B	02	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		20.000	Percent Responsibility:		100	Generated Credits:		.000	Position Number:
Override Workload:		30.000	Weekly Contact:		3.40	FTE:		.30	Position Number Suffix:
Calculated Workload:		30.000	Total Contact:		51.00	Contract Type:		3	Additional Instructors:
Assignment Type:									
31707	01	HIST	B17B	07	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		20.000	Percent Responsibility:		100	Generated Credits:		.000	Position Number:
Override Workload:		30.000	Weekly Contact:		3.40	FTE:		.30	Position Number Suffix:
Calculated Workload:		30.000	Total Contact:		54.40	Contract Type:		2	Additional Instructors:
Assignment Type:									

WARNING Active faculty workload rules not defined for this term

STEP #5: Check totals, making sure Instructional Workload is correct prior to splitting the load, then confirming split load has been calculated correctly. CAUTION: Because Banner only adds and not subtracts, Instructional, Non-Instructional, and Total workloads will not be displayed correctly. To check for load accuracy, you must run a faculty assignment sheet.

The screenshot shows a web browser window titled "PROD - Jlnit - Microsoft Internet Explorer". The address bar shows "Faculty Assignment SIAASGN 7.0 (PROD)". The main content area displays a "Faculty Workload Summary" for a specific ID and Term (200830). The summary includes the following data:

Credit Hours:	21.000	Instructional Workload:	210.000
Generated Hours:	.000	Non-Instructional Workload:	40.000
Weekly Contact:	23.800	Total Workload:	250.000
Term Contact:	363.800	Term FTE:	2.50

Below the summary is a section titled "Faculty Workload and Analysis". It contains a "Workload Rule:" field and a table for comparing "Low" and "High" workload values for each metric. The table has columns for "Low", "High", and a small vertical input field for each metric.

	Low	High		Low	High	
Credit Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Generated Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekly Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructional Workload:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Instructional Workload:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Workload:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Term FTE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP #6: Run report of staff assignment sheet to make sure correct.

C:\Documents and Settings\mjohanson\My Documents\Split Load Instructions\Split Load Instructions.doc