

## FACULTY OVERLOADS

### **Step 1 - Departmental Instructions**

Overloads are additional and separate work assignments for faculty during the academic year. Overloads may consist of additional instructional assignments that are credit, non-credit, or non-instructional activities or services required for short periods of time. The overload assignment is granted when no means can be found for absorbing the work into a regular full-time assignment.

### **Job Form Modifications**

#### **Action Type**

- Change

#### **Base Job Information (NBAJOBS):**

- T/S Org – Timesheet Org
- Posn – Position
- Suffix
- Job Begin Date (pay period begin)
- Job End Date (pay period end)
- P/S/O – Contract Type = **O**
- Contract Start (work begins)
- Contract End (work ends)

#### **Job Detail information (NBAJOBS):**

- Effective Date
- Personnel Date
- Status
- PCLS – Position Class
- Job Title
- Employee Class
- Job Change Reason
- Salary Table
- Grade
- Step
- Rate
- Hours/Day
- Hours/Pay or Units
- Assigned Salary
- Factor
- Annual Salary

#### **Earnings Code Information (NBAJOBS):**

- Earnings Code
  - 200 – Credit
  - 250 – Non Credit
  - 141 – Hourly (0 hours per pay)
- Hours/Units
- Earnings Start Date

#### **Labor Distribution Information (NBAJOBS):**

- Effective Date
- Fund
- Orgn – Organization Code
- Acct – Account Code
- Prog – Program Code
- Actv – Activity Code
- Percent

### **Step 2 – Human Resources Detail Instructions**

Assignments for faculty overloads occur during the academic year and must have a beginning date and an end date. Before entering the new assignment, do a query on the Posn field to review the prior Banner assignment history and determine the next sequential suffix to use with the position number. It may be necessary to change the query date to view historical assignments. Verify the Orgn Code for the primary assignment to determine if it will need to be revised for the new assignment. The Orgn

Code (TKL) will default from PEAEMPL and will need to be overridden if different from that value.

Enter the new position number, suffix, and query date (effective date). A job setup box should appear. If it does not, the position number and suffix are not unique and will need to be corrected. Change the job type to Overload and enter a value in the rate field. Enter OK. Review and acknowledge any error messages by hitting Enter. In the Base Job Information Block, enter the contract start and contract end values. Select Next Block.

In the Job Detail Information Block, change the hours per day value to 1; verify the Grade and Step. Enter the current rate or remove the value and enter the total salary in the Annual Salary field. Enter the number of credits or hours in Hours per Pay or a value of 1 if the overload is non-credit. Enter the number of pay periods of this assignment in the Factor and Pays fields. If the T/S Org value is different than the employee's Primary Check Dist, access the Payroll Default information in the Options menu to the left of the screen and change the Timesheet Orgn to match this assignment. Next Block to the Default Earnings Code block.

Remove the default earnings value of 010 and replace it with the correct earnings code for the assignment. Enter 200 for a credit assignment, 250 for a non credit assignment, or 141 and zero hours in the per pay field for an hourly assignment. Enter the same value in the Hour/Units field as entered on the Job Detail Hours per Pay field for the 200 and 250 values. Next Block to the Job Labor Distribution.

Enter the account information provided by the department. Delete all lines of the default information and enter new values. In order for the correct Program to default, tab to the Program value, delete it, and then backspace to enter the Orgn value. Enter as many lines as required and the corresponding percent value. Make sure that the combined percent totals 100. Save the record. Review any error messages and acknowledge them by hitting Enter.

Next Block to the Job Detail Information block. Select "Add a Change with a New Effective Date" from the Options menu. Enter the job end date in the Create New Date Record block and select OK. Review any error message and acknowledge them by hitting Enter. Change Job Status to Terminated. Save the record.

Initial and date the job form on the "Entered by" line at the bottom. After the campus has processed the form, it is placed in the employee's official personnel file.

### **Step 3 – BHR Data Entry Checklist**

#### **Employee Job Form (NBAJOBS):**

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Begin Date | <input type="checkbox"/> Accrue Leave   |
| <input type="checkbox"/> End Date   | <input type="checkbox"/> Contract Start |
| <input type="checkbox"/> Job Type   | <input type="checkbox"/> Contract End   |

**Job Detail Information (NBAJOBS):**

- |   |  |
|---|--|
| <input type="checkbox"/> Effective Date | <input type="checkbox"/> Grade         |
| <input type="checkbox"/> Personnel Date | <input type="checkbox"/> Step          |
| <input type="checkbox"/> Status         | <input type="checkbox"/> Rate          |
| <input type="checkbox"/> Title          | <input type="checkbox"/> Hours Per Pay |
| <input type="checkbox"/> Hours Per Day  | <input type="checkbox"/> Factor        |
| <input type="checkbox"/> Employee Class | <input type="checkbox"/> Pays          |
| <input type="checkbox"/> Change Reason  | <input type="checkbox"/> Annual Salary |
| <input type="checkbox"/> Table          |  |

**Payroll Default Information (NBAJOBS):**

- |   |   |
|---|---|
| <input type="checkbox"/> Effective Date | <input type="checkbox"/> Timesheet Orgn |
|---|---|

**Default Earnings Code (NBAJOBS):**

- Effective Date
- Earnings Code
  - 200 – Credit
  - 250 – Non Credit
  - 141 – Hourly (0 hours)
- Hrs/Units

**Job Labor Distribution (NBAJOBS):**

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Effective Date          | <input type="checkbox"/> Acct    |
| <input type="checkbox"/> COA – Chart of Accounts | <input type="checkbox"/> Prog    |
| <input type="checkbox"/> Account Index           | <input type="checkbox"/> Actv    |
| <input type="checkbox"/> Fund                    | <input type="checkbox"/> Locn    |
| <input type="checkbox"/> Orgn                    | <input type="checkbox"/> Percent |

Initial, date, copy, and file the job form as appropriate.