

9.2 Handling Late Hires in FWL

Purpose: Use this document as a reference for how to add an instructor assignment in the **Schedule of Class** when their hire date is **AFTER** the start date of the term in ctcLink. In that situation, the employee's job record is visible in **Maintain Faculty Workload**, but not accessible in the **Schedule of Class** for the terms with a start date before their hire date.

Audience: Class Scheduling Staff, HR/Payroll Staff.

 You must have at least one of these local college managed security roles:

- ZC CM Instructor Advisor
- ZD CM Instructor Advisor
- ZD FWL View Cnt Calc
- ZZ CM Instructor Advisor
- ZZ CM Local Configuration
- ZZ FWL Contract Calc

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Handling Late Hires in FWL

Navigation: NavBar > Navigator > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table

1. New hires still require an entry in the Instructor/Advisor table before being processed in Faculty Workload. Refer the the Quick Reference Guide on [Adding an Instructor to the Instructor/Advisor Table](#) if you need help.

Add a Newly Hired Instructor in Schedule of Class

 You must have at least one of these local college managed security roles:

- ZC CM Class Builder
- ZD CM Class Attributes

- ZD CM Class Builder
- ZD FWL View Cnt Calc
- ZZ CM Class Attributes
- ZZ CM Class Text Book
- ZZ CM Loal Configuration
- ZZ FWL Contract Calc

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. The **Maintain Schedule of Classes** search page displays.
2. Enter the **Search Criteria**.
3. Select the **Search** button.

4. The **Maintain Schedule of Classes** page displays.
5. Select the **Meetings** tab.
6. The **Meetings** page displays.
7. In the **Instructors for Meeting Pattern** section, on the **Assignment** Tab, enter the **Empl ID** of the instructor or use the Look Up to search by name.
8. Also on the **Assignment** tab, leave the **Empl Rcd#** at zero, the system default.

- Since the **Job Data** record hire date is after the Term Start Date, the **Empl Rcd#** Look Up will return no results, this can be updated once in **Maintain Faculty Workload**.

Maintain Schedule of Classes

Basic Data **Meetings** Enrollment Control Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 017295 Course Offering Nbr 1
 Academic Institution Spokane CC
 Term WINTER 2019
 Subject Area ART& Academic Art &
 Catalog Nbr 100 Art Appreciation (CCN)

Class Sections 1 of 3 View All

Session 1 Regular Academic Session Class Nbr 1824
 Class Section 01 Component Lecture Event ID 000041881
 Associated Class 1 Units 5.00

Meeting Pattern 1 of 1 View All

Facility ID SP0011224 Capacity 20 Pat DALY Mtg Start 12:30PM Mtg End 1:20PM M T W T F S S *Start/End Date 01/02/2019 03/21/2019
 MAINCA 1224 Topic ID Free Format Topic
☐ Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern 1-1 of 1 View All

Assignment Workload

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	

9. Select the **Workload** Tab.
10. The **Workload** tab displays.
11. Complete applicable fields.

Instructors For Meeting Pattern 1-1 of 1 View All

Assignment **Workload**

ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
1	zA&S	<input checked="" type="checkbox"/>	100.0000		<input checked="" type="checkbox"/>	

12. The process to add a new hire to Schedule of Classes is now complete.


💡 Not sure how to run the FWL Calculation Process to load the FWL Grid? Refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

Override Employee Record Number in Maintain Faculty Workload

 You must have at least one of these local college managed security roles:

- ZD FWL View Cnt Calc
- ZZ FWL Contract Approve
- ZZ FWL Contract Calc
- ZZ FWL Contract Gen
- ZZ FWL Contract Submit
- ZZ FWL Pay Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 After the **FWL Calculation Process** has been run to load the **FWL Grid**, navigate to the **Maintain Faculty Workload** page.

Navigation: NavBar > Navigator > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Maintain Faculty Workload

1. The **Maintain Faculty Workload** search page displays.
2. Enter **Search Criteria**.
3. Select the **Search** button.

Maintain Faculty Workload

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID

Academic Institution

Term

Last Name

First Name

☐ Include History ☒ Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- The **Maintain Faculty Workload** search page displays.
- In the **HCM Position Job Summary** section, the new job record will be visible and can be viewed in HCM.
 - All job records for the configured Employee Classifications (FAC, PTF) are visible in 'real time' from HCM so long as the job is in an 'Active' HR status.
 - In order to send faculty pay to payroll, the payroll status must also be in an 'Active' status.
- Select the **View Job Data** link.

HCM Data Information												
HCM Position Job Summary												
Empl Class	Empl Rcd #	Empl Rcd # Descr	HR Status	Payroll Status	Job Code	Company	Business Unit	Department	Description	Salary Grade	Step	View Job Data
1 FAC	0	Primary	Active	Active	220028	170	HR171	98746	SCC Social Sciences/Humanities	01	12	View Job Data

- The **Job Data** page displays in a new window.
- If you look at the **Job Data** record, you will see that the **Effective Date** of the hire record is after the start of the term, which prevents seeing the job record from the delivered **Schedule of Classes** page. If the instructor was hired after the start of the class you may need to prorate the contract pay. For information on prorating pay, refer to the Quick Reference Guide - [Prorating Contracts for Instructor Late Starts or Early Departures](#).
- Close the **Job Data** window to return to the Maintain Faculty Workload page.

Query Viewer **Job Data**

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | CTC Earnings Distribution

Employee: _____ Empl ID: 1
Empl Record: 0

Work Location Details 1 of 1

*Effective Date: **12/01/2019** Go To Row + -

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

*Action: Return from Work Break

Reason: _____

*Job Indicator: Primary Job

Current

10. The **Maintain Faculty Workload** page displays.
11. Select the **FWL Grid** tab.
12. The **FWL Grid** page displays.
13. Make sure the **Correct History** button is selected.
14. On the **FWL Grid** page, select the **Second** tab.
15. Check the **Empl Rcd Override** check box to open the next field for editing.
16. Update the **Empl Rcd Nbr** field.
17. Select **Save**.

HCM Data Page | **FWL Grid** | Calculation Results | FWL Notes/Comments

FWL Grid Details 1 of 6 View All

Effective Date: 01/17/2019 Eff Seq: 2

Faculty Workload

First Tab | **Second Tab** | Third Tab | Fourth Tab

	Class Nbr	Assignment Type	Load Factor Override	Load Factor	FTE %	Class Final Exam	Combined Sections	Associated Class	Empl Rcd Override	Empl Rcd Nbr	Department
1	1822	003	<input type="checkbox"/>	100.0000	33.333	<input type="checkbox"/>			<input checked="" type="checkbox"/>	1	98746

18. Select the **HCM Data Page** tab.
19. The **HCM Data Page** tab displays.
20. Select the **Recalc All** button.
21. The *'Are you sure you want to Recalculate all the contracts?'* message displays.
22. Select the **Yes** button.
23. The system wait icon will appear in the upper, right hand corner of the screen.
24. When the calculation is complete the screen will refresh and display a draft **Pay Line** and updated **Calculation Results**.

[HCM Data Page](#)
[FWL Grid](#)
[Calculation Results](#)
[FWL Notes/Comments](#)

Header Data
 Empl ID: [REDACTED] Institution: WA171 Spokane CC Term: 2191 WINTER 2019
 First Name: [REDACTED] Last Name: [REDACTED] Phone: 360/555-1212
 Email: cs_cstc_1@qctcink.local

HCM Data Information
HCM Position Job Summary

Empl Class	Empl Rod #	Empl Rod # Descr	HR Status	Payroll Status	Job Code	Company	Business Unit	Department	Description	Salary Grade	Step	View Job Data
1 FAC	1	Secondary	Active	Leave W/Py	980000	170	HR171	98746	SCC Social Sciences/Humanities	01	12	View Job Data
2 FAC	3	Secondary	Active	Active	950000	170	HR171	98746	SCC Social Sciences/Humanities		0	View Job Data
3 FAC	0	Primary	Active	Active	220028	170	HR171	98746	SCC Social Sciences/Humanities	01	12	View Job Data
4 PTF	2	Secondary	Active	Active	440004	170	HR171	98746	SCC Social Sciences/Humanities		0	View Job Data

Recalc All

25. Select the **Calculation Results** tab.
26. The Calculation Results tab displays.
27. Verify the results (FTE%, Pay, Term Contact Hours) are accurate for the student count.

[HCM Data Page](#)
[FWL Grid](#)
[Calculation Results](#)
[FWL Notes/Comments](#)

FWL Calculation Results
 Effective Date: 12/11/2019 Eff Seq: 0

Contract Types
 Contract Type: F03 FTE Only: Arts & Sci Contract By Dept: F03_98746

Class Information

Class	Empl Class	Subject	Catalog Nbr	Class Comp	Assignment Type	Description	Fee(s) Override	Weekly Contact Hours	Term Contact hours	F/T Base Term Contact Hrs	Weeks in Term	FTE %	Empl Rod#
1 1822	FAC	ART	109	Lecture	003	A&S - Arts & Science Division	N	5.00	55.00	165.00	11	33.333	0
2 1823	FAC	ART	110	Lecture	003	A&S - Arts & Science Division	N	5.00	55.00	165.00	11	33.333	0
3 1824	FAC	ART&	100	Lecture	003	A&S - Arts & Science Division	N	5.00	55.00	165.00	11	33.333	0

28. If Calculation Results are accurate, select the **HCM Data Page** tab, and verify/update the **Pay Line Earnings Code** and **Account Code** (combo code) on the **Second** tab.

	First	Second	III									
	Class Nbr	Empl Rcd#	Seq No	Earnings Code	Account Code	Split %	Split Amount	Last Update Date/Time	Updated by			
1	1825	3	1	MLC	000186736	0.000	0.000	01/17/19 9:44:15AM	101001378	+	-	
2	1825	3	2	MLC	000186736	0.000	0.000	01/17/19 9:44:15AM	101001378	+	-	
3	1825	3	3	MLC	000186736	0.000	0.000	01/17/19 9:44:15AM	101001378	+	-	
4	1825	3	4	MLC	000186736	0.000	0.000	01/17/19 9:44:15AM	101001378	+	-	
5	1825	3	5	MLC	000186736	0.000	0.000	01/17/19 9:44:15AM	101001378	+	-	
6	1825	3	6	MLC	000186736	0.000	0.000	01/17/19 9:44:15AM	101001378			

29. After all lines have been updated, select **Save**.
30. Once complete, move on to generating the online contract.

Note: Not sure how to run the FWL Contract Generation Process to generate the online contract/appointment letter? Refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#).

31. The process to handle late hires in FWL is now complete.
32. End of procedure.