

9.2 Review Online Contract on FWL Maintenance

Purpose: Use this document as a reference for how to use the Maintain Faculty Workload Page.

Once a contract has been generated it can be reviewed on the Maintain Faculty Workload page. Colleges not using the Automated Approval process, may also use this page to Approve or Rescind contracts individually. Colleges using the Automated Approval process may use this page to submit contracts for approval.

Audience: Class Scheduling Staff, HR/Payroll Staff.

 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.

Review Online Contract on FWL Maintenance

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

1. The **Maintain Faculty Workload** search page displays.
2. Search for existing instructors:
 - **Empl ID:** Enter the ID or use the Look Up.
 - **Academic Institution:** Enter or use the Look Up.
 - **Term:** Enter the term or use the Look Up.
 - **Last Name:** Enter 1 or more characters to search by last name.
 - **First Name:** Enter 1 or more characters to search by first name.

3. Select the **Search** button to view a list of all instructors and/or terms that meet the entered search criteria.

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 101009491

Academic Institution

Term

Last Name

First Name

☐ Include History ☒ Correct History

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

Search Results

View All

Empl ID	Academic Institution	Term	Last Name	First Name
101009491	WA140	2191	FULLTIMER	JIMMY
101009491	WA140	2195	FULLTIMER	JIMMY

4. The **Maintain Faculty Workload** page displays.
5. On the **HCM Data Page** tab, in the HCM Data Contract Info section, all generated contracts are displayed.
6. Select the **View Contract** link to access the administrative staff view of the online contract (appointment letter).

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

Header Data

Empl ID: 101009491 Institution: WA140 Clark College Term: 2195 SUMMER 2019
 First Name: Jimmy Last Name: Fulltimer Phone:
 Email:

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	View Job Data
1 FAC	0	Primary	Active	Active	001062	140	HR140	99632	ABE - LARCH	View Job Data

[Recalc All](#)

HCM Data Contract Info

Contract Number	Contract Generation Date	Contract Type	Contract By Department	Description	Roll up FTE %	Total Amount	Contract Generated	Contract Approved	Contract Signed	Contract Rejected	Contract Rescinded	Contract Regenerated	View Contract	Recalc	Regenerate
1 14021951	07/11/2019	M/L	M/L_99632	Moonlight Appointment	33.333	3680.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Contract	Recalc	Regenerate
2 14021952	07/11/2019	M/L	M/L_99632	Moonlight Appointment	36.667	4048.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Contract	Recalc	Regenerate

7. The **Contract Information** page displays.
8. To exit and do nothing, select the **Return** button.

9. If entering a comment visible to the instructor on their contract is desired, enter the comment in the comment box and Select the **Save** button.
10. Colleges not using the Automated Approval process can **Approve** or **Rescind** a contract on this page by selecting the appropriate buttons.
11. If a contract has been rescinded, the **Display check box** controls whether or not the rescinded contract will display on the Faculty Center.
12. To view what actions have been taken on this contract Select the **Contract Audit History** link.

Contract Information

Empl ID: 101009491 Follower: Jimmy Contract type: ML Moonlight Appointment
 Academic Institution: WA140 Clark College Contract Number: 14021952
 Term: 2195 SUMMER 2019 Contract Generation Date: 07/11/2019
 Address: 1933 Fort Vancouver Way Contract Begin Date: 07/08/2019
 Vancouver WA 98663 Contract End Date: 08/30/2019

Class Nbr	Workload Description	Subject	Catalog Nbr	Course ID	Course Title	Contracted Hours	Time	Meeting Pattern	Start Date	End Date	Location Code	Earnings Code	Combo Code	Department	Total Pay for Term	FTE %
2142	Introduction to Archaeology	ANTH5	204	024251	Introduction to Archaeology	55.00	-		07/08/2019	08/30/2019	MLC		000190549	99632	\$4043.00	36.667

Comment:

Total Contract Amount: 4043.00 Contracted Hours: 55.00
 Number Of Payments: 4 FTE %: 36.667

Payment Information

Payment Date	Pay Amount
07/25/2019	\$1012.00
08/09/2019	\$1012.00
08/23/2019	\$1012.00
09/10/2019	\$1012.00

Disclaimer

This confirms your agreement to conduct the class(es) or special assignment(s) above as a part-time academic employee. Performance of duties shall be as prescribed by the laws, rules, regulation and policies of Washington State, the State Board for Community and Technical College, the Clark College Board of Trustees, the Clark College faculty negotiated agreement, and the terms and conditions of employment at the College, as so-called amended. They are hereby made part of the terms and conditions of this appointment.

This Quarterly Appointment Letter is not a contract for employment and may be rescinded should the class(es) be cancelled or for any other reason. It does offer you reasonable assurance of employment at Clark College for the period detailed above. Please notify the Office of Instruction if there is an error or omission.

Please refer to ClarkNet pages for Faculty Resources including but not limited to the AHE Agreement, the Faculty Handbook and the Instructor Briefcase. Faculty Benefit Information for Part-time faculty can be found on the Human Resources ClarkNet page.

Reminder: If at any time you are unable to accept an assignment or perform the duties and expectations of your assignment, immediately notify your dean.

[Contract Audit History](#) Date: 07/11/2019 Initials:

 ☒ Display

FWL Contract Information

13. The **Contract Audit History** pagelet displays.
14. Select the **Return** button to return to the **Contract View** page.

Contract Audit History

Empl ID: 101009491 Institution: WA140 Term: 2195 Contract Number: 14021952

1-1 of 1 | View All

Action By	Date/Time	Action
1 Benny Part-Time	07/11/19 12:53:06AM	Contract is Generated

15. The process to review online contract information from the FWL maintenance page is now complete.
16. End of procedure.