

9.2 Understanding the FWL Pay Line

Purpose: Use this document as a reference for understanding how the CS to HCM Pay Line is generated, changes on recalculation, is updated for Earn Code and Account Code changes, handles reductions in pay, allows pay to be sent to payroll and reflects payments already sent.

Audience: Class Scheduling Staff, HR\Payroll Staff.

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

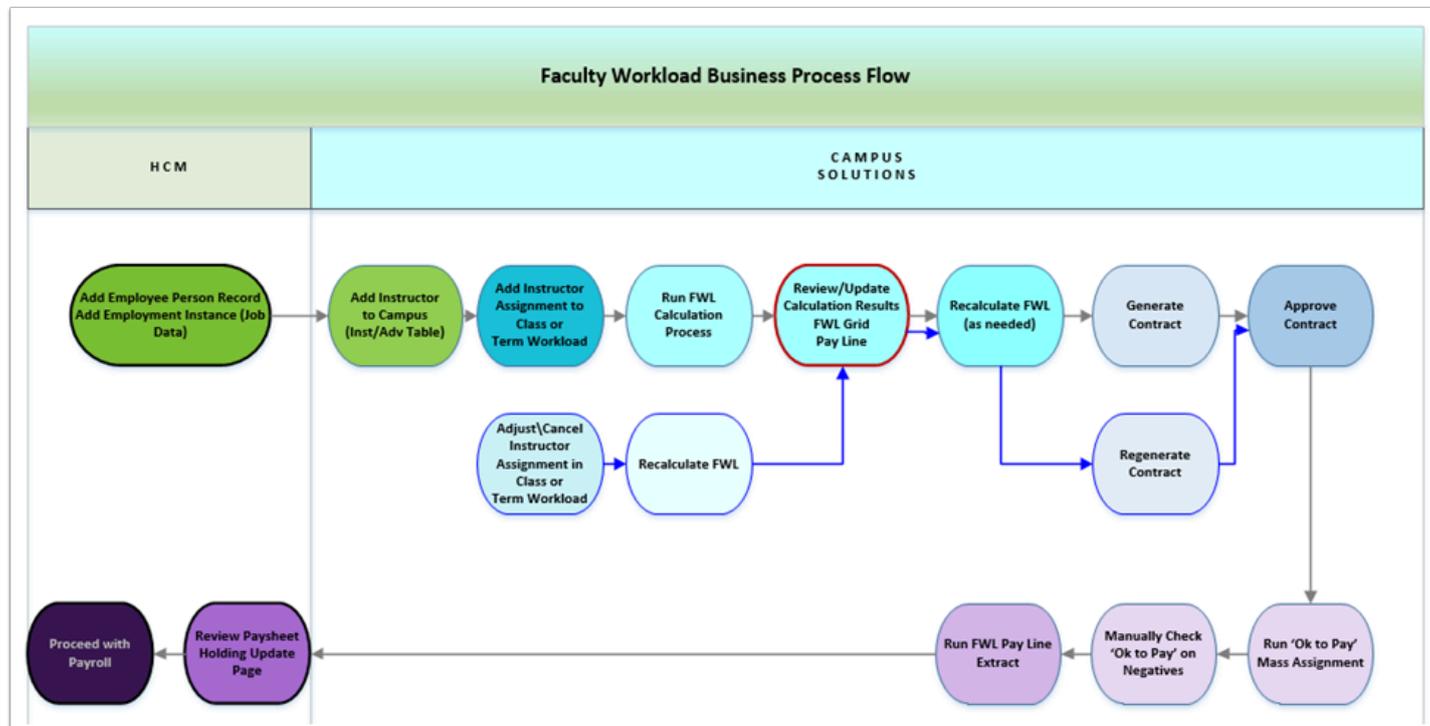
- ZD FWL View Cnt Calc
- ZZ FWL Contract Approve
- ZZ FWL Contract Calc
- ZZ FWL Contract Gen
- ZZ FWL Contract Submit
- ZZ FWL Pay Processing

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

The **FWL Pay Line** (CS to HCM Pay Line) section of the HCM Data Info page is part of the **Maintain Faculty Workload** component, which is the heart of the Faculty Workload process in that it serves as a "workspace" to store pertinent data. The **Pay Line** exists in the same component as the **FWL Grid** and **Calculation Results** and is half-way through the FWL process.

Understanding the FWL Pay Line

Understand the FWL Pay Line



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 the applicable **Search Criteria**.
3. Select the **Search** button.
4. The **Maintain Faculty Workload** page displays.
5. The **FWL Pay Line** is refreshed each time a calculation is performed *IF* the **Total Pay** value on a contract is greater than zero (\$0), or if a contract does not generate pay, but is retracting pay that has already been sent to payroll, then negative **Pay Lines** will appear, even though the **Total Pay** is \$0.
6. **FWL Pay Line** will Calculate the correct number of payments based on individual Class start and end date. The class to be removed completely from CS to HCM pay line when there is no pay sent. The pay amount and hours will adjust for decrement/increment in total salary.

CS to HCM Pay Line

Effective Date: 10/03/2019 Eff Seq: 0

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	<input checked="" type="checkbox"/>	10/25/2019	<input checked="" type="checkbox"/>
2	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	<input checked="" type="checkbox"/>	11/08/2019	<input checked="" type="checkbox"/>
3	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	<input type="checkbox"/>	11/25/2019	<input type="checkbox"/>
4	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	<input type="checkbox"/>	12/10/2019	<input type="checkbox"/>
5	3253	2	RAD	111	MT1	P17	98732	9.15	33.333	0.00	<input type="checkbox"/>	12/24/2019	<input type="checkbox"/>
6	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	<input checked="" type="checkbox"/>	10/10/2019	<input checked="" type="checkbox"/>
7	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	<input checked="" type="checkbox"/>	10/25/2019	<input checked="" type="checkbox"/>
8	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	<input checked="" type="checkbox"/>	11/08/2019	<input checked="" type="checkbox"/>
9	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	<input type="checkbox"/>	11/25/2019	<input type="checkbox"/>
10	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	<input type="checkbox"/>	12/10/2019	<input type="checkbox"/>
11	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	<input type="checkbox"/>	12/24/2019	<input type="checkbox"/>
12	3254	2	RAD	113	MT1	P17	98732	3.67	13.333	0.00	<input checked="" type="checkbox"/>	10/10/2019	<input checked="" type="checkbox"/>
13	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	<input checked="" type="checkbox"/>	10/25/2019	<input checked="" type="checkbox"/>
14	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	<input checked="" type="checkbox"/>	11/08/2019	<input checked="" type="checkbox"/>
15	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	<input type="checkbox"/>	11/25/2019	<input type="checkbox"/>
16	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	<input type="checkbox"/>	12/10/2019	<input type="checkbox"/>
17	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	<input type="checkbox"/>	12/24/2019	<input type="checkbox"/>

Example of Positive Pay Lines (rows 3-5)

Example of Negative Pay Lines (rows 9-11)

7. Upon initial calculation the **Pay Line** will appear in 'draft' form, meaning no payments can be picked up and sent to payroll. If the calculation process is run for a *Full-Time Faculty* and their class assignments are all attributed to 'regular load' the **Pay Line** will not display any values. No contract would be generated, since no Pay Line record exists.

5 FAC

4 Secondary Active Leave W/Py 950000 170 HR171 98792 SCC Metal Trades 0 [View Job Data](#)

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
1					0.000	0.00	<input type="checkbox"/>	View Contract					

CS to HCM Pay Line

Effective Date: 12/11/2019 Eff Seq: 0

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1	0	0					0.00	0.000	0.00	\$0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

8. If the calculation process is run for a *Full-Time Faculty* and some class assignments are attributed to 'regular load' and others are attributed to 'Moonlight' pay, then a **Pay Line** will display only for those classes being paid via FWL for their moonlight assignment. No contract would be generated for their regular load, but a Moonlight contract would generate for that portion of the pay. Upon initial calculation or even subsequent recalculation the Pay

Line will exist in 'draft' form until such time as the contract has been generated and approved.

 **Note:** Need more information on generating online contracts (appointment letters)? Refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#).

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
1 1712195138	06/19/2019	SEF	SEF_98792	Summer Effort FT	118.666	16086.72	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Contract				

CS to HCM Pay Line

Until the online contract (appointment letter) is generated and approved, the Ok to Pay check box is inaccessible, therefore no pay can be sent to payroll.

Effective Date: 06/12/2019 Eff Seq: 2

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent		
1 2347	2	WELD	115	SE1	P17	98792	1.38	3.333	0.00	\$112.97	<input type="checkbox"/>	07/25/2019	<input type="checkbox"/>	+	-
2 2347	2	WELD	115	SE1	P17	98792	1.38	3.333	0.00	\$112.97	<input type="checkbox"/>	08/09/2019	<input type="checkbox"/>	+	-
3 2347	2	WELD	115	SE1	P17	98792	1.38	3.333	0.00	\$112.97	<input type="checkbox"/>	08/26/2019	<input type="checkbox"/>	+	-

CS to HCM Pay Line

Effective Date: 06/12/2019 Eff Seq: 2

Class Nbr	Empl Rcd#	Seq No	Earnings Code	Account Code	Split %	Split Amount	Last Update Date/Time	Updated by		
1 2347	2	1	PTF	000169484	0.000	0.000	06/12/19 2:01:46PM	101003145	+	-
2 2347	2	2	PTF	000169484	0.000	0.000	06/12/19 2:01:46PM	101003145	+	-
3 2347	2	3	PTF	000169484	0.000	0.000	06/12/19 2:01:46PM	101003145	+	-

- Depending on how the **Job Data** record is established, there may be multiple **Earnings Codes** tied to the Full-Time Faculty job on the **CTC Earnings Distribution** page in HCM. It is highly possible that the system will pick the first record on that page and that may not be the desired **'MLC' Earnings Code** and **Combo Code**, if so these values must be updated.

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

Empl ID 1
Employee
Empl Record 2

Job Information ?

Effective Date 04/25/2019
Effective Sequence 0
HR Status Active
Payroll Status Leave With Pay

Action Data Change
Reason Correction-Pay Rate
Job Indicator Secondary Job

Go To Row

Current

Earnings Distribution

	*Earnings Code	Description	Combination Code		*Percent of Distribution	Primary		
1	PTF	P/T Faculty Contract	000169484	Edit ChartFields	100.000	<input checked="" type="checkbox"/>	+	-

- If the **Earnings Code** or **Combo Code** require changing on the **Pay Line**, this needs to be completed prior to generating the online Contract (appointment letter) or the contract will not have the appropriate **Earnings Code** displayed. Use the **Earnings Code** lookup to find the **Earnings Code** available and select the correct coding to ensure the pay is coming out of the right budget. Make sure to updated EACH line on the **Pay Line** and select **Save**.

 **Note:** For information on how to run the FWL Calculation Process to load or update the FWL Pay Line, refer to the Quick Reference Guide - [FWL Calculation Process \(Batch\)](#).

- The process to understand the FWL Pay Line is now complete.
- End of procedure.

Package 2 Enhancement

 Improvements were made to the FWL Calculation (Recalculation) Program Logic that correct the behavior of posting Pay Lines on the Maintain Faculty Workload page - HCM Data tab - CS to HCM Pay Line section:

Fixed issue where manually edited Combo Codes on the Account Code field on the Pay Line would reset to the default Combo Code.

NOTE: If only some Combo Codes in the Account Code field are updated (yellow circle), the program will apply the manually updated code value to all unspent pay lines (red circle in

first example, yellow circle in second - recalculated example). The program will not overwrite the Combo Code on any sent pay lines (blue circle - both examples).

Effective Date: 02/25/2019 Eff Seq: 13

Personalize | Find | First 1-18 of 18 Last

Class Nbr	Emp/ Rcd#	Seq No	Earnings Code	Combo Code	Last Update Date/Time	Updated by		
1 2716	5	1	MLC	000174290	02/26/19 6:42:07AM	101008237	+	-
2 2716	5	2	MLC	000174290	02/26/19 8:10:25AM	101008237	+	-
3 2716	5	3	MLC	000174290	02/26/19 8:10:27AM	101008237	+	-
4 2716	5	4	MLC	000174290	02/26/19 8:10:29AM	101008237	+	-
5 2716	5	5	MLC	000174290	02/26/19 8:10:31AM	101008237	+	-
6 2716	5	6	MLC	000174290	02/26/19 8:10:35AM	101008237	+	-
7 2716	5	7	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
8 2716	5	8	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
9 2716	5	9	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
10 2716	5	10	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
11 2716	5	11	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
12 2716	5	12	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
13 2717	5	1	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
14 2717	5	2	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
15 2717	5	3	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
16 2717	5	4	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
17 2717	5	5	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-
18 2717	5	6	MLC	000174072	02/25/19 12:38:01PM	101008237	+	-

Effective Date: 02/26/2019 Eff Seq: 0

Personalize | Find | First 1-18 of 18 Last

Class Nbr	Empl Rcd#	Seq No	Earnings Code	Account Code	Last Update Date/Time	Updated by		
1	2716	5	1 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
2	2716	5	2 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
3	2716	5	3 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
4	2716	5	4 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
5	2716	5	5 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
6	2716	5	6 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
7	2716	5	7 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
8	2716	5	8 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
9	2716	5	9 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
10	2716	5	10 MLC	000174290	02/26/19 8:14:04AM	101008237	+	-
11	2716	5	11 MLC	000174072	02/26/19 8:14:04AM	101008237	+	-
12	2716	5	12 MLC	000174072	02/26/19 8:14:04AM	101008237	+	-
13	2717	5	1 MLC	000174072	02/26/19 8:14:04AM	101008237	+	-
14	2717	5	2 MLC	000174072	02/26/19 8:14:04AM	101008237	+	-
15	2717	5	3 MLC	000174072	02/26/19 8:14:04AM	101008237	+	-
16	2717	5	4 MLC	000174072	02/26/19 8:14:04AM	101008237	+	-
17	2717	5	5 MLC	000174072	02/26/19 8:14:04AM	101008237	+	-
18	2717	5	6 MLC	000174072	02/26/19 8:14:04AM	101008237	+	-

1. You have successfully completed the review of FWL Pay line.
2. End of procedures.