# 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.

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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.

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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 - <u>FWL Contract Generation (Batch).</u>

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9. 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.

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10. 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 - <u>FWL Calculation Process (Batch)</u>.

- 11. The process to understand the FWL Pay Line is now complete.
- 12. 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 unsent 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).* 

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- You have successfully completed the review of FWL Pay line.
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