

9.2 Prorating Contracts for Instructor Late Starts or Early Departures

Purpose: Use this document as a reference for how to adjust the start/end date(s) and pay on a contract when the instructor is hired late, or must leave a class teaching assignment earlier than planned in ctcLink.

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.

Add the instructor assignment in **Schedule of Class** and run the **FWL Calculation Process** to load the **FWL Grid**.

Note: Not sure how to proceed with adding the instructor assignment? Refer to these Quick Reference Guides:

- [Add Instructor Assignment to Schedule of Class](#)
- [FWL Contract Generation \(Batch\)](#)

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

Prorate Contracts for Instructor Late Starts or Early Departures

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

1. The **Maintain Faculty Workload** page displays.
2. Enter the **Search Criteria** for the added instructor assignment.
3. Select the **Search** button.
4. The **Maintain Faculty Workload** page displays.
5. Select the **FWL Grid** tab.
6. Select the **Correct History** button to allow changes.
7. Select the **Third** tab.
8. To change the contract start date, check the **Start Date Override** check box to open the **Start Date** field for editing.
9. To change the contract end date, check the **End Date Override** check box to open the **End Date** field for editing.
10. Select **Save**.

Faculty Workload

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

	Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Meeting Start Time	Meeting End Time	Meeting Pattern	Facility ID	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1	1219	<input checked="" type="checkbox"/>	04/04/2016	<input checked="" type="checkbox"/>	06/17/2016				SPT98ARR	04/15/2016	0	0	25	25
2	1899	<input type="checkbox"/>	04/04/2016	<input type="checkbox"/>	06/17/2016				SP005ARR	04/15/2016	0	0	20	7
3	1900	<input type="checkbox"/>	04/04/2016	<input type="checkbox"/>	06/17/2016				SP005ARR	04/15/2016	0	0	20	3
4	5657	<input type="checkbox"/>	04/04/2016	<input type="checkbox"/>	06/17/2016	10:30AM	11:20AM	MTWTHF	SP0011209	04/15/2016	0	0	25	25
5	5692	<input type="checkbox"/>	04/04/2016	<input type="checkbox"/>	06/17/2016				ONLINE	04/15/2016	0	0	34	33
6	5692	<input type="checkbox"/>	04/04/2016	<input type="checkbox"/>	06/17/2016				ONLINE	04/15/2016	33	25	34	33

11. If the **Load Factor** is used in the contract formula, the contact pay can be prorated by entering the **Load Factor** and the checking the **Override Load Factor** check box.
12. Prorate the **Load Factor** value.
13. Select **Save**.

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 Rod Override	Empl Rod Nbr	Department
1	1219	006	<input checked="" type="checkbox"/>	25.0000	20.000	<input type="checkbox"/>		1	<input type="checkbox"/>	4	98716
2	1899	006	<input type="checkbox"/>	50.0000	10.000	<input type="checkbox"/>		1	<input type="checkbox"/>	4	98716
3	1900	NON	<input type="checkbox"/>	50.0000	0.000	<input type="checkbox"/>		1	<input type="checkbox"/>	4	98716
4	5657	001	<input type="checkbox"/>	100.0000	33.333	<input type="checkbox"/>		1	<input type="checkbox"/>	8	98756
5	5682	001	<input type="checkbox"/>	100.0000	0.000	<input type="checkbox"/>		1	<input type="checkbox"/>	8	98756
6	5682	001	<input type="checkbox"/>	100.0000	44.000	<input type="checkbox"/>		1	<input type="checkbox"/>	8	98756

Save Return to Search Update/Display Include History Correct History

14. Select the **HCM Data Page** tab.

15. Select the **Recalc All** button.

HCM Data Page FWL Grid Calculation Results FWL Notes/Comments

[Instructions](#)

Header Data

Empl ID: 10 Institution: WA171 Spokane CC Term: 2163 SPRING 2016
 First Name: S Last Name: S Phone: 360/555-1212
 Email: cs_cotl_1@qctolink.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	0	Secondary	Active	Active	950000	170	HR171	98756	SCC Business / Management		0	View Job Data
2	FAC	5	Secondary	Active	Leave W/Py	960000	170	HR171	98756	SCC Business / Management	01	1	View Job Data
3	FAC	4	Primary	Active	Active	220154	170	HR171	98756	SCC Business / Management	01	1	View Job Data

Recalc All



Warning: Proration of Load Factor adjusts both pay and hours. Proration of fees only does not adjust the hours of a contract.

16. If **Load Factor** is not used in the contract formula, adjustments can be made directly to the fees.

17. Select the **Fourth** tab of the **FWL Grid**.

18. Check the **Fees Override** check box to open the various fee fields for editing.

19. Adjust the relevant fee used in the formula for pay:

- If **Term Max Load Rate** is the factor used for pay, determine the number of weeks in the term and prorate the rate to adjust for the start/end date of the instructor's assignment.

- If **Per Credit** is the factor used for pay, determine the number of weeks in the term and prorate the rate to adjust for the start/end date of the instructor's assignment.
- If the calculation configuration is designed to allow for use of a **Flat Fee**, zero out the other fee fields and enter the full prorated dollar value into the **Flat Fee** field.

20. When done entering the prorated fee amount, select **Save**.

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

FWL Grid Details

Effective Date: 12/17/2019 Eff Seq: 0

Faculty Workload

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

	Class Nbr	Fees Override	Term Max Load Rate	Flat Fee	Per Student Calc Amt	Per Student Calc %	Weeks in Term	Contracted Hours	Min Contract Rate	Contract Override	Actual Contract Rate	Total Pay	Do Not Include	# of PYMTS
1	1219	<input checked="" type="checkbox"/>	\$10187.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	<input type="checkbox"/>	\$0.000	\$0.00	<input type="checkbox"/>	6
2	1899	<input type="checkbox"/>	\$10187.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	<input type="checkbox"/>	\$0.000	\$0.00	<input type="checkbox"/>	6
3	1900	<input type="checkbox"/>	\$0.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	<input type="checkbox"/>	\$0.000	\$0.00	<input type="checkbox"/>	6
4	5657	<input type="checkbox"/>	\$10187.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	<input type="checkbox"/>	\$0.000	\$0.00	<input type="checkbox"/>	4
5	5692	<input type="checkbox"/>	\$10187.000	\$0.00	\$0.000	0.000	11	0.00	\$0.000	<input type="checkbox"/>	\$0.000	\$0.00	<input type="checkbox"/>	4
6	5692	<input type="checkbox"/>	\$10187.000	\$0.00	\$0.000	4.000	11	0.00	\$0.000	<input type="checkbox"/>	\$0.000	\$0.00	<input type="checkbox"/>	4

Save | Return to Search | Update/Display | Include History | Correct History

21. Select the **HCM Data Page** tab.
22. The **HCM Data Page** tab displays.
23. Select the **Recalc All** button.
24. After the contract proration is complete, verify the **Calculation Results**.
25. Review/Update the **Earn Code** and **Account Code** on the **Pay Line**.
26. Run the **FWL Contract Generation Process** to generate the online contract.
27. Follow your college's contract approval process.

Note: For information on how to run the FWL Contract Generation Process to generate the online contract/appointment letters, refer to the Quick Reference Guide - [FWL Contract Generation \(Batch\)](#).

Alert: If an instructor has been terminated, their **Job Data** record in FWL will not be visible. Only 'Active' job records appear in Faculty Workload. You will need to work with HR to temporarily 're-open' the **Job Data** record in **HCM** in order to recalculate

pay. Keep in mind, the job record will need to remain open until the pay has been processed.

28. The process to prorate contracts is now complete.
29. End of procedure.