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.

⓵ 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**.

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

	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	1219	006	☑	25.0000	20.000	☐		1	☐	4	98716
2	1899	006	☐	50.0000	10.000	☐		1	☐	4	98716
3	1900	NON	☐	50.0000	0.000	☐		1	☐	4	98716
4	5657	001	☐	100.0000	33.333	☐		1	☐	8	98756
5	5692	001	☐	100.0000	0.000	☐		1	☐	8	98756
6	5692	O01	☐	100.0000	44.000	☐		1	☐	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.

⚠ 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.**

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.

> ℹ️ **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

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